

# Memorandum

CDP26-02

**DATE:** March 26, 2026

**TO:** Children's Division and Foster Care Case Management

**FROM:** Sara Smith, Children's Division Director

**SUBJECT:** **Specifics on Documentation for Case Management (FCS)**

**OVERVIEW:**

This memo serves as notification that updates have been made to the Child Welfare Manual CWM 5.2.8 Family Centered Services (FCS) Case Documentation and CWM 5.4.1 Family Centered Services Case Transfers. Updates have been made to provide clarity on requirements of documentation within an FCS case.

**Opening Summary:** The Opening Summary for every FCS case must be entered by the worker and approved by the supervisor within three (3) business days of the FCS case opening for services.

**Case Contact:** Activities that occur during case management must be timely, clear, concise and behaviorally specific. All documentation must be entered within seven (7) calendar days of the contact occurring.

**Quarterly Summary:** The quarterly summary is required on every FCS case quarter within the required timeframes. The specific topics outlined in policy must be included in every quarterly summary, which is different and separate from other required documentation.

**Transfer Summary:** When an FCS case is being transferred from one county to another, the Case Transfer Request (CD-175) must be used.

**Closing Summary:** The Closing Summary is required and must be completed at the time of the FCS case being submitted for closure.

For questions or concerns, please contact:

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**CHILD WELFARE MANUAL POLICY AND COLLATERAL DOCUMENTATION:**

[CWM 5.2.8 Family Centered Services Case Documentation](#)

CWM 5.4.1 Family Centered Services Case Transfers  
Case Transfer Request (CD-175)

**NECESSARY ACTION:**

1. *Review this memorandum with all Children's Division and Foster Care Case Management team members.*
2. *Review Child Welfare Manual chapters and forms as indicated above*