



here's info needed to....

Access the ICWA/MIFPA Social Worker Checklist

Purpose: This checklist helps social workers meet the Indian/Child Welfare Act (ICWA) and Minnesota Indian Family Preservation Act (MIFPA) requirements. Make sure all workers are familiar with this resource.

Navigation:

From the Chronology folder:

1. Select **New Document**.
2. Click **Document Category** drop-down list.
3. Select **State: Placement—Indian Children**.
4. Click **Document Name** drop-down list.
5. Select **Social Worker Checklist—ICWA and MIFPA**.
6. Click **Mother, Child** and **Father** drop-down list.
7. Select appropriate names.
8. Click the **Open Document** button to open the document.

Parts of the Checklist:

- A. **Table of Contents**—This directs workers to high-level sections and page numbers within each section.
- B. **Workgroup Information** is at the bottom of the Table of Contents.
- C. **Individual Sections**—Best Practice is to start at Section 1—Intake. Each section has tasks and questions to answer. After completion, the worker moves forward to the next section.
 - a. Each task in the section has a check box to indicate completion as the worker moves through the checklist.
 - b. Double click each check box at the point the “hand” displays to enter the “X”.
 - c. Social Service Manual or Legal Citations are provided for reference.
- D. **Appendix A**—Tribal Notifications and other documentation
- E. **Incoming Documents** are necessary to have in the child’s file.

Screen Shot:

I. INTAKE

| A. Identification of an Indian Child | Social Services Manual (SSM) or Legal Citations |
|---|---|
| <input checked="" type="checkbox"/> Ask the following people if they are Indian or have an ancestor who is Indian: <ul style="list-style-type: none"> <input type="checkbox"/> Father <input checked="" type="checkbox"/> Mother <input checked="" type="checkbox"/> Child | SSM XIII - 3541 |
| <input type="checkbox"/> Review all available information to see if the child is Indian or has an ancestor who is Indian. | SSM XIII - 3541 |