

# INDIAN CHILD WELFARE QUARTERLY AND ANNUAL REPORT

## BACKGROUND AND INSTRUCTIONS

Debbie Burton, ICWA Policy Analyst  
Office of Indian Services  
Division of Human Services



# WHY REVISE THE INDIAN CHILD WELFARE (ICW) REPORTING FORM ?

- ICW Report is required(25 CFR 23.47);
- Less burdensome to tribes;
- Streamline reporting process;
- To include tribal child abuse and neglect data; and
- Children Expose to Violence Report recommendation (November 2014)

# How Data from the ICW Report Form is Used

- To monitor ICWA compliance;
- Guides decision-making by Indian Affairs (IA )  
on:
  - Shaping program activities
  - Budget development
  - Fiscal Year 2015, \$5 million increase in ICWA, Tribal Priority Allocation (TPA) to tribes.

# Revision to the ICW Report Form

- Office of Management and Budget (OMB) Control No. 1076-0131, Expires 1/31/18;
- Tribes should begin to use the new form starting **October 2015**
- Has Two Parts: A & B
  - Part A – ICWA data collection – must be filled out by all Tribes/grantees; and
  - Part B – Tribal child abuse and neglect data – must be filled out **only** by those tribes who operate child protection programs.

## Part A – Indian Child Welfare Act (ICWA)

- Required only if the Tribes/Grantees operate a ICWA program;
- Tribes are not required to complete Part A if ICWA funds are not received.

## Part A – ICWA Data - Instructions

- Identify the ICWA Contract/Grant No;
- Name of the Program;
- Do you have any Tribal/State Agreements regarding child welfare/assistance
- Identify the different types of agreements your Tribe has in place with the State (if any).

# Part A – ICWA Notifications

<b>2. ICWA Notifications</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>TOTAL</b>
<b>A. Total Number Received</b>					
<b>B. Total Number Acted On</b>					
<b>1. Participated in Hearing</b>					
<b>2. Participated in Case Planning</b>					
<b>3. Transferred to Tribal Court</b>					
<b>4. Placement with Relative</b>					
<b>5. Placement in Indian Foster Home</b>					
<b>6. Placement in non-Indian Foster Home</b>					

# ICWA Data - Instructions

## Note:

- All entries should be “new” for each quarter.
- Do not “carryover” quarterly entries.
- End of Year (EOY) total should be the sum of all four quarters.

*(e.g. For Q1, there were two new children placed in foster homes; Q2, there were no new children placed; Q3, there was one new child placed; Q4, there were no new children placed. The total for EOY = 3 children placed in foster homes during the fiscal year).*

# Part A – ICWA Data - Instructions

## *ICWA Notifications*

- Total Number Received
- Total Number Acted On
  - “Acted on” means action taken by the Tribe after receiving and processing the ICWA notification.
- Participated in Hearing Court hearing
- Participated in Case Planning
- Transferred to Tribal Court
- Placement with Relative
- Placement in Indian Foster Home
- Placement in non-Indian Foster Home

# Part A – ICWA Data - Instructions

- *When a tribe reports on the same case more than once, the total number of ICWA notifications could be lower than the total of the numbers in each category for 2.B.*
- *Adding up the numbers in the various categories of 2.B. could be larger than the Total Number Acted On.*
- *The Total Number Acted On does not need to equal the total numbers of all the categories in 2.B*
- *(e.g. Quarter 1, a tribe could both participate in a court hearing and in case planning for the same case).*

# Part A – Placement Funding Source - Instructions

## Placement Funding Source:

- Title IV-E – placements paid through Title IV-E funds under the Child Welfare and Adoption Assistance Act of 1980 (P.L. 96-272).
- Child Assistance – the number of new placements paid through BIA funds.
- Other (specify) – placements paid through sources other than IV-E or BIA Child Care Assistance.

# Part A – Placement Funding Source

<b>3. Placement Funding Source</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>TOTAL</b>
a. Title IV-E					
b. BIA Child Assistance					
c. Other, Please specify					

## Part B – Child Abuse and Neglect Data

- Required only if the Tribes/Grantees operate a child protection program;
- Tribes are not required to complete Part B if the child protection program is carried out by the State,

# Part B – Child Abuse and Neglect Data

<b>Tribal Child Abuse and Neglect Data</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>TOTAL</b>
Total Reports/Referrals Received					
Substantiated					
Unsubstantiated					
Sexual Abuse					
Physical Abuse					
Neglect					
Alcohol Involved					
Drugs and/or Inhalants					
Recurring Cases					
Cases of Siblings Involved					
Placements Out of Home					
Petition to Tribal Court					
Referral to Tribal Social Services					
Domestic Violence Involved					

Total Number of Child Protection Workers					
--	--	--	--	--	--

# Part B – CA/N Data - Instructions

- Total Number of Cases Received
- Substantiated
- Unsubstantiated
- Sexual Abuse
- Physical Abuse Neglect
- Alcohol Involved
- Drugs and/or Inhalants
- Recurring Cases
- Cases of Siblings Involved
- Placements Out of Home
- Petition to Tribal Court
- Referral to Tribal Social Services
- Domestic Violence Involved
- Total No. Of Child Protection Workers

# Part B – CA/N Data - Instructions (Continued)

- *There will likely be times when a tribal child abuse or neglect referral will fall into more than one category. In each Quarter, a report could be classified in multiple categories: for example, as substantiated and sexual abuse and as a petition to tribal court.*
- *In this event, the Quarter 1 “Total Reports/Referrals Received” number can and will be lower than adding up the total of the numbers in each category for Quarter 1.*
- *It is expected that adding up the numbers in the various categories of Tribal Child Abuse and Neglect Data will be larger than the Total Reports/Referrals Received for each quarter.*

# ICW Report - Instructions

- The Report must be signed and dated;
- Both names and titles are required on joint submissions;
- For example, if one person fills out the Part A (ICWA Data) and a second person fills out the Part B (Tribal CA/N Data), two names and signatures are required.
- Send the form to the appropriate BIA Regional ICWA Coordinator by the due dates listed on the first page (after each quarter).

# ICW Report Submission Dates

## **INSTRUCTIONS**

### *Indian Child Welfare Quarterly and Annual Report*

*The Tribe/Grantee should complete the Indian Child Welfare Quarterly and Annual Report on a quarterly basis, in accordance with the following schedule:*

<b>Reporting by Fiscal Year</b>	
<b><i>For reporting period:</i></b>	<b><i>Please submit your report by:</i></b>
<i>Q1: First Quarter (October 1 - December 31)</i>	<i>30 days after the end of Q1</i>
<i>Q2: Second Quarter (January 1 - March 31)</i>	<i>30 days after the end of Q2</i>
<i>Q3: Third Quarter (April 1 – June 30)</i>	<i>30 days after the end of Q3</i>
<i>Q4: Fourth Quarter (July 1 – September 30)</i>	<i>45 days after the end of Q4</i>
<i>End of the Year Total</i>	

# *ICW Report Form*

- BIA Regional Social Workers work with the Awarding Officials to ensure Tribes or Consortia receiving ICWA funds include this reporting in their AFAs (see the guidance letter for language);
- OSG Tribes should submit quarterly information to the local BIA Regional Office within thirty days of the end of the quarters for their respective Fiscal Year or Calendar Year.

# Revised *Indian Child Welfare* *Quarterly and Annual Report Form*

- BIA, Regional Social Workers are available to provide technical assistance visit: [www.bia.gov/WhoWeAre](http://www.bia.gov/WhoWeAre)
- BIA Regional Social Workers must submit the annual ICW report form for their Regions by December 15, 2016 to:

Bureau of Indian Affairs, Office of Indian Services

1849 C St. NW, Mail stop 4513-MIB

Washington, D.C. 20240

Attn: Debbie Burton

Or at: [Debra.burton@bia.gov](mailto:Debra.burton@bia.gov)