INDIAN CHILD WELFARE QUARTERLY AND ANNUAL REPORT

BACKGROUND AND INSTRUCTIONS

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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

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

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

<table>
<thead>
<tr>
<th>Tribal Child Abuse and Neglect Data</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>Total Reports/Referrals Received</td>
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<td>Substantiated</td>
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<tr>
<td>Unsubstantiated</td>
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<tr>
<td>Sexual Abuse</td>
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<td>Physical Abuse</td>
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<tr>
<td>Neglect</td>
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<tr>
<td>Alcohol Involved</td>
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<td>Drugs and/or Inhalants</td>
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<td>Recurring Cases</td>
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<tr>
<td>Cases of Siblings Involved</td>
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<tr>
<td>Placements Out of Home</td>
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<tr>
<td>Petition to Tribal Court</td>
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<td>Referral to Tribal Social Services</td>
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<tr>
<td>Domestic Violence Involved</td>
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<tr>
<td>Total Number of Child Protection Workers</td>
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</tbody>
</table>
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:

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