



## ND ICWA Implementation Partnership

# ICWA INQUIRY FORM

### WHEN TO USE THE ICWA INQUIRY FORMS

The use of this form will be initiated by an emergency removal or a services required (In-home (with or without a court order) or foster care) finding as a result of a filed and substantiated 960 or CPS report. Case workers are required to send the ICWA Inquiry form via e-mail as soon and feasible in each case. If there are multiple children, each child get their own form. In this case, all children would be attached in one email to the ICWA Agent. This form can be printed to be used in the field; however, sharing of this information with the ICWA Agent can only be completed via email. Both the state and the tribe have secured email systems and transmission in this manner should not be an issue.

### Form Basics

- i. All boxes are formatted to make use quick and easy while reducing the chance of errors.
- ii. Many boxes are specifically formatted to aid in efficiency.
  - (a) Date boxes have calendar pop outs.
  - (b) There are drop down menus throughout the forms allowing the user to select from a prescribed list.
  - (c) State boxes allow for a 2 letter entry (i.e. ND).
  - (d) Zip codes are formatted to allow 5 numbers to be entered.
  - (e) Phone number are formatted to put the numbers entered into the correct format: no need to use the dash or backslash.
  - (f) Check boxes allow the user to select more than one box if needed.
  - (g) There are no character limits in any of the text formatted boxes. Boxes auto adjust to the text entered. The more text entered the smaller the text will become.
  - (h) Hovering over a box will provide the user with a user tip that explains what information is to be entered into each individual box.
  - (i) All boxes allow for manual input of data if appropriate choices are not available.
- iii. At this time there are no required boxes; however, the more information provided will aid in efficient processing by the ICWA agent.

## Form Specifics

- i. Today's Date should be the actual date the form is being sent to the ICWA Agent. To aid in sustainability we elected to not insert a drop down list for the To or From options. County and Tribe drop downs are included and can be utilized and one can manually enter information if communicating with a tribe or county that is not included in the drop down lists.
- ii. If there is no FRAME case number assigned at the time the notice is sent please indicate so by entering unknown. This general rule applies to all areas where the information is not available. Blank boxes will leave the receiver wondering if the information is not available or if there was an oversight on behalf of the sender.
- iii. The Court Information Section should include the name and address of the court overseeing the case. The court contact should be the name of the best person to contact within the court system. This may be the judge, the judicial referee or other court personnel. If you are aware of a scheduled court date this information should be included.
- iv. Additional Information section is where text can be entered if there is information that is relevant to the case that is not elsewhere within the form. This is where any relevant sibling information is entered. If there are other case details that one feels is important for the ICWA Agent to be aware of this information can be entered here.
- v. Cc'd To the Following Parties Section: if this form is sent to anyone other than the ICWA Agent the information as to whom else received the information should be included here. It may be this form is sent to a supervisor, the parents, or other tribes.

## WHEN/IF CASE TRANSFERS

Whether the case is progressing from an emergency removal to an in-home or foster care case or vice versa or there is a change in the case worker assigned, this form can be easily forwarded to the appropriate case worker to update the case progress, status or change. The new case worker will then send the updated information to the identified ICWA agent. Anytime there is a change in the case the identified ICWA Agent must be notified via email.

User Tip: Saving a personal copy of the form with your personal, county and/or court information will aid in efficiency. Also, please type NEW or UPDATED ICWA Inquiry in the subject line of the email.

Below are the email addresses of the North Dakota Tribes to which Inquires are to be sent.

MHA Nation: [vroehr@mhanation.com](mailto:vroehr@mhanation.com)

Spirit Lake Nation: [slticwadir@spiritlakenation.com](mailto:slticwadir@spiritlakenation.com)

Standing Rock Nation: [srsticwa@standingrock.org](mailto:srsticwa@standingrock.org)

Turtle Mountain Band of Chippewa: [marilynp@tmcwfs.net](mailto:marilynp@tmcwfs.net)