

# Kids Central, Inc. System of Care Procedure Manual

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**Series:** Education

**Procedure Name:** Distribution & Review of the DREAMS Procedure Manual

**Procedure Number:** 1503

**Origination Date:** 2/13/2012

**Revision Date:**

**Reference:** CSE 3.01 – 3.02

**Attachments:** DREAMS Procedure Manual

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## **Procedure:**

It is the procedure of Kids Central to provide information to school systems, Case Management Agencies and Guardian Ad Litem Programs about educational guidelines and procedures available. Kids Central has developed a *DREAMS Procedure Manual* that will be distributed to school systems, Case Management Agencies and Guardian Ad Litem Programs to provide them with this information. The service philosophy and procedure on how this manual will be distributed is explained below.

### **A. Philosophy**

The program is guided by a service philosophy that:

1. Sets forth a logical approach for how program activities and interventions will meet family and child's needs.
2. Is culturally grounded.
3. Guides the development and implementation of program activities and services based on the best available evidence of service effectiveness for the identified service population.
4. Outlines the service interventions and activities.

### **B. Distribution of DREAMS Procedure Manual**

1. Kids Central DREAMS Program will distribute the *DREAMS Procedure Manual* to the school systems, Guardian Ad Litem Programs and Case Management Agencies in Circuit 5.
2. During their initial employment orientation, each Case Manager and Educational Liaison will receive a copy of the Kids Central *DREAMS Procedure Manual*. The Case Manager and/or Educational Liaison must read and understand the manual.

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- a. The Case Manager and Educational Liaison Supervisors will review and discuss the contents of the *DREAMS Procedure Manual* with each Case Manager and Educational Liaison to ensure their understanding of the contents of the publication. This review must occur prior to the Case Manager and Educational Liaison receiving any cases.
  - b. All Case Managers and Educational Liaisons who were already employed by Kids Central or its provider agencies at the time the manual was issued will receive a copy of the publication and will read and understand it. Supervisor, Case Manager and Educational Liaison questions about the content of the manual should be addressed to the Director of Prevention Services.
3. Kids Central will update the *DREAMS Procedure Manual* as needed, and will communicate interim updated information to the Case Management Agencies, School Systems and Guardian Ad Litem Programs.

**Approved By:**

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Cynthia A. Schuler, Chief Executive Officer

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Date