



Safe Place for Newborns

SSIS Worker

February 2025

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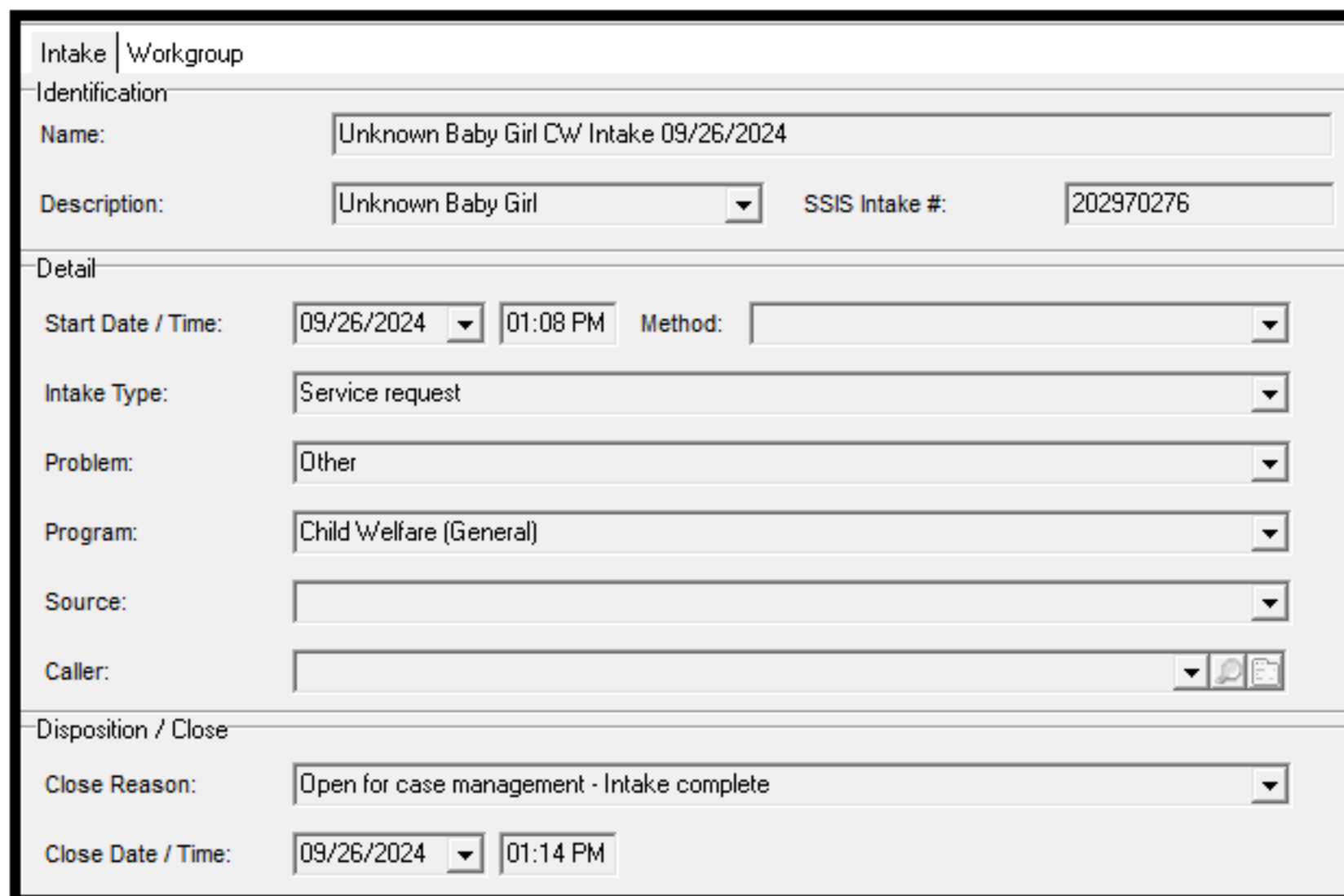
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Safe Place for Newborns

The Give Life a Chance, Safe Place for Newborns law (Safe Place law) was established to provide a mechanism for a birthing person to voluntarily and anonymously leave their newborn in a “safe place” without fear of prosecution for abandonment. [Minnesota Statutes, sections [609.3785](#), [145.902](#) and [260C.139](#)]. For additional information refer to the [DCYF Bulletin 25-68-02 Overview of Safe Place for Newborns law](#).

Opening a Workgroup

Cases that fall under the Safe Place law should be opened in SSIS as a Child Welfare (CW) workgroup.



The screenshot displays the 'Intake | Workgroup' form in SSIS. It is divided into three main sections: Identification, Detail, and Disposition / Close. The Identification section includes fields for Name (Unknown Baby Girl CW Intake 09/26/2024), Description (Unknown Baby Girl), and SSIS Intake # (202970276). The Detail section includes Start Date / Time (09/26/2024 01:08 PM), Intake Type (Service request), Problem (Other), Program (Child Welfare (General)), Source, and Caller. The Disposition / Close section includes Close Reason (Open for case management - Intake complete) and Close Date / Time (09/26/2024 01:14 PM).

To enter a CW Intake for reports of a Safe Place Newborn:

- **Start Date/Time** should be entered as the exact date and time the intake was received.
- **Intake Type** for a Safe Place Newborn is ‘Service request’.
- Select ‘Other’ from the drop down in the **Problem** field.
- Select ‘Child Welfare (General)’ in the **Program** field.

Note: For detailed information on entering intakes, refer to the Intake module located on the [SSIS Worker Documentation](#) page.

Creating Participant

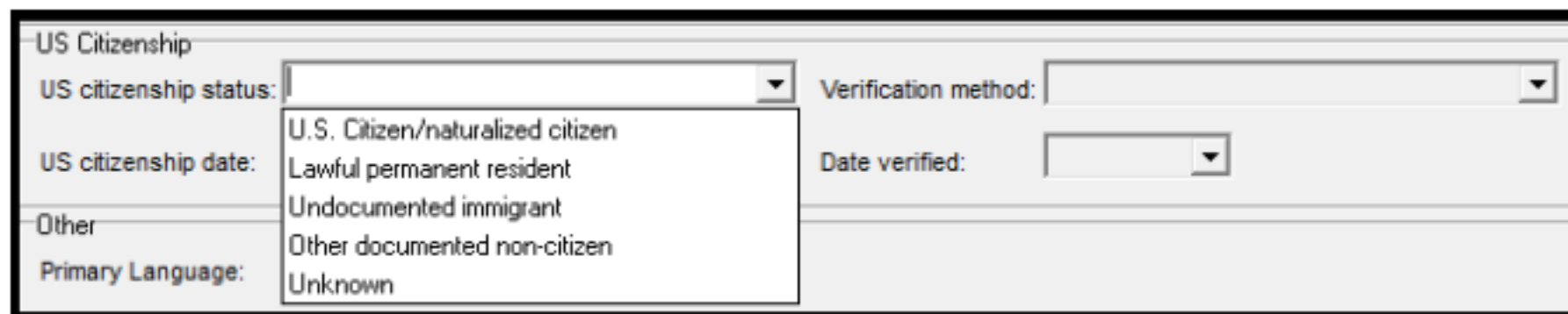
Person Information

Legal Name

A newborn's legal name should be entered in SSIS exactly as it appears on the birth certificate. This may include names such as Baby Boy, Unknown Girl, Newborn, Abandoned, or other generic names. If SSIS does not accept the name as written on the birth certificate, agencies should send a ticket into the help desk by sending an email to dcyf.ssishelp@state.mn.us.

Agencies often request that foster families or pre-adoptive families choose a temporary name for the newborn. For instances where the first placement will be a newborn's permanent home, the temporary name typically becomes the final legal name upon adoption. When assigning a temporary name, workers should enter a new name with nickname specified as the type in SSIS.

U.S. Citizenship



US Citizenship

US citizenship status:

US citizenship date:

Other

Primary Language:

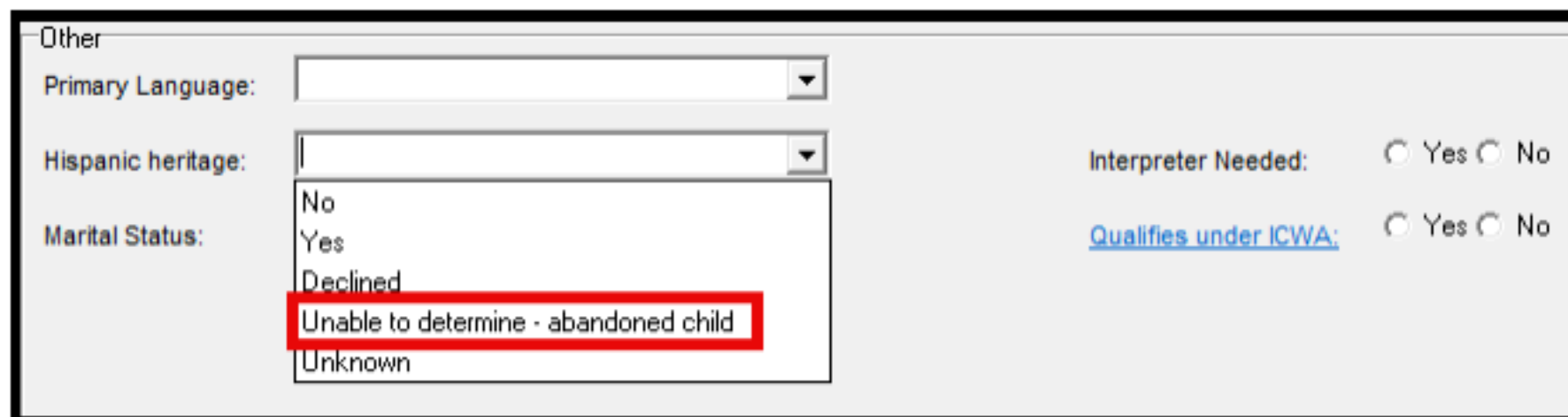
Verification method:

Date verified:

Workers should complete all fields in the **US Citizenship** section upon receipt of the infant's birth certificate to ensure the information entered is accurate.

Hispanic Heritage

Workers should select 'Unable to determine – abandoned child' from the **Hispanic heritage** field drop down menu.



Other

Primary Language:

Hispanic heritage:

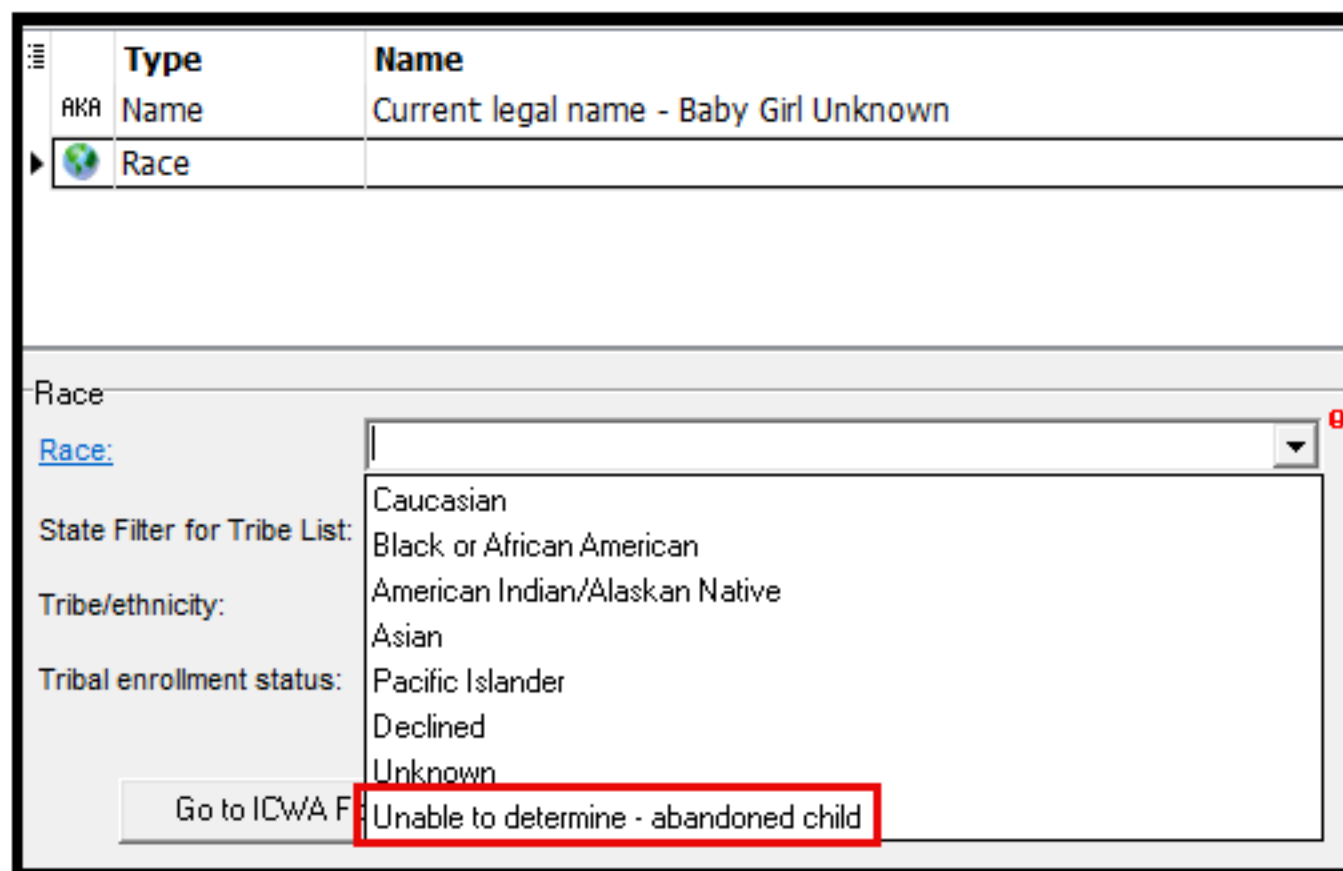
Marital Status:

Interpreter Needed: Yes No

[Qualifies under ICWA:](#) Yes No

Name/Race Folder

When entering a new race for the infant, workers should select 'Unable to determine – abandoned child' from the **Race** drop down menu.



The screenshot shows a software interface for entering data. At the top, there is a table with two columns: 'Type' and 'Name'. The first row has 'AKA' in the 'Type' column and 'Current legal name - Baby Girl Unknown' in the 'Name' column. The second row has a globe icon in the 'Type' column and 'Race' in the 'Name' column. Below this table, there is a section titled 'Race' with a dropdown menu. The dropdown menu is open, showing a list of options: 'Caucasian', 'Black or African American', 'American Indian/Alaskan Native', 'Asian', 'Pacific Islander', 'Declined', 'Unknown', and 'Unable to determine - abandoned child'. The last option is highlighted with a red box. To the left of the dropdown menu, there are labels for 'Race:', 'State Filter for Tribe List:', 'Tribe/ethnicity:', and 'Tribal enrollment status:'. At the bottom left, there is a button labeled 'Go to ICWA F'.

Type	Name
AKA	Current legal name - Baby Girl Unknown
Race	

Race

Race: [Dropdown Menu]

State Filter for Tribe List:

Tribe/ethnicity:

Tribal enrollment status:

Go to ICWA F

Unable to determine - abandoned child

ICWA Folder

The ICWA folder must be completed in these workgroups to move forward with permanency. In most instances, information surrounding the birth family of newborns surrendered under the Safe Place for Newborns law is unknown. If an agency has questions about ICWA, MIFPA and the Safe Place for Newborns law, contact the Minnesota Department of Children, Youth, and Families at 651-431-4661 or dcyf.icwa.mifpa@state.mn.us.

Note: For detailed information on entering ICWA Eligibility/Determinations into SSIS, refer to the ICWA/MIFPA Data Entry in SSIS module on the [SSIS Worker Documentation](#) page.

ICWA Status | ICWA Inquiry | MIFPA Notices | ICWA Applies/Determinations | Transfer to Tribal Court

[ICWA Inquiry](#)

Inquired with the child's biological or adoptive mother:

Inquired with the child's biological or adoptive father:

Inquired with the child's Indian custodian:

Inquired with the child's extended family:

Inquired with the child:

Child is a member or eligible for membership in an Indian tribe:

[Domicile or residence of the child, child's parent or child's Indian custodian is on a reservation or in an Alaskan Native village:](#)

Workers should select 'New Eligibility/Determination' from the action menu. For questions 1-5 on the **ICWA Inquiry** tab, workers should select 'No'. By selecting 'No' the user is indicating that no ICWA inquiry was conducted. For questions 6-7, workers should select 'Unknown' as that information will not be known for a Safe Place Newborn.

ICWA Status | ICWA Inquiry | MIFPA Notices | ICWA Applies/Determinations | Transfer to Tribal Court

[ICWA Applies/Determinations](#)

Does the agency know/ have reason to know ICWA applies?

Date the Title IV-E agency first discovered information indicating the child is or may be an Indian child as defined by ICWA:

[All federally recognized Indian tribe\(s\) that may potentially be the Indian child's tribe\(s\)](#)

Indian Child's Potential Tribe(s)	Tribal Determination	Date Determination Received from Tribe or Set to Pending
<No data to display>		

Court determination that ICWA applies:

Date court determined that ICWA applies:

Indian tribe that the court determined is the Indian child's tribe for ICWA purposes:

Workers should select 'No' in the **Does the agency know/have reason to know ICWA applies?** field under the **ICWA Applies/Determinations** tab unless the agency has information indicating otherwise.

Entering Relationships

Under the Safe Place for Newborns law, birth parents are unknown and therefore cannot be entered as Participants in SSIS. For the purposes of permanency, workers will still need to enter a relationship with birth parents. Every agency has an "Unknown Male" and "Unknown Female" in the relationship "Person 2" dropdown menu. Workers should select this participant when entering the relationship. There is no need to create a new unknown participant to enter the parent relationship.

Note: For detailed information on adding relationships, refer to the Participants Entry Module pages 25-27 on the [SSIS Worker Documentation](#) page.

Name	Age	SSIS Person #
Unknown Male		203016131
Unknown Female		203022024

To add Birth Parent relationships:

- Select 'Birth parent' in the **Relationship** field.
- Expand the drop down in the **Person 2** field.
- Select 'Unknown Male' from the drop down.
- Create another relationship following the steps above and select 'Unknown Female' from the drop down.

Inactivating Relationships

Name	Relationship (Person 1 - Person 2)	Name (Person 2)
Baby Girl Unknown	Birth daughter - Birth father	Unknown Male
Baby Girl Unknown	Birth daughter - Birth mother	Unknown Female

Relationship

Person 1:

Relationship:

Lineage:

Person 2:

Baby Girl Unknown's Birth mother is Unknown Female

Relationship status

Status:

Inactive date:

Inactive reason:

[Inactive reason detail:](#)

Petition filing date:

Birth mother married at time of child's birth:

After both parents are entered correctly in the **Relationship** folder, workers will then inactivate those relationships.

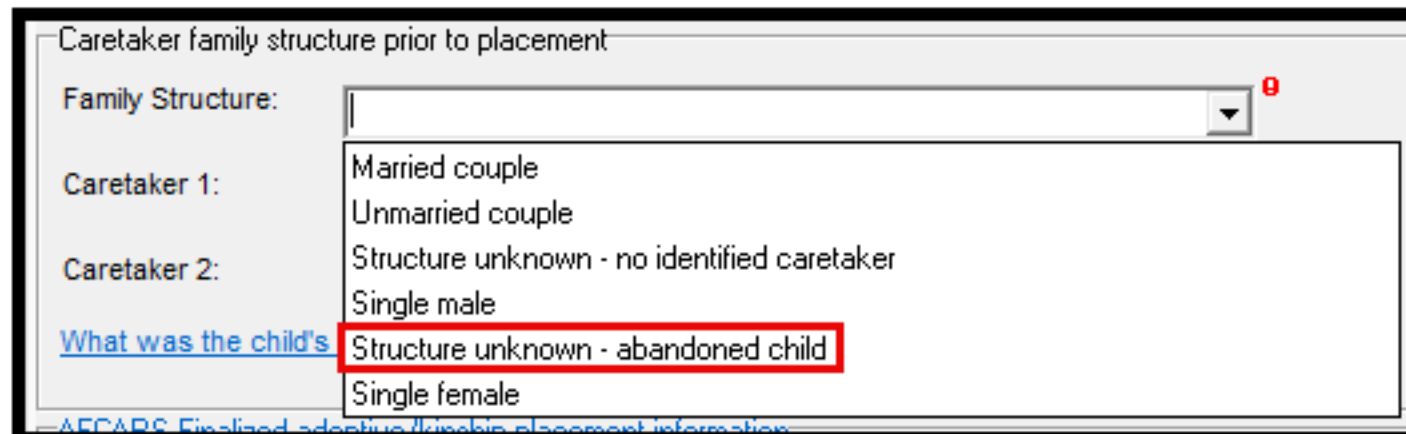
- Select 'Inactive' in the **Status** field.
- Enter the date of the court order into the **Inactive date** field.
- Select 'Termination of parental rights' in the **Inactive reason** field.
- Select 'Involuntary (found by court or admitted by parent)' in the **Inactive reason detail** field.
- Enter the date that the permanency petition was filed in the **Petition filing date** field.
- Select 'Unable to determine' in the **Birth mother married at time of child's birth**.

Continuous Placements Folder

Note: For detailed information on adding relationships, refer to the Continuous Placements Folder module on the [SSIS Worker Documentation](#) page.

Continuous Placement Tab

Workers should enter the continuous placement beginning the date the intake was received.

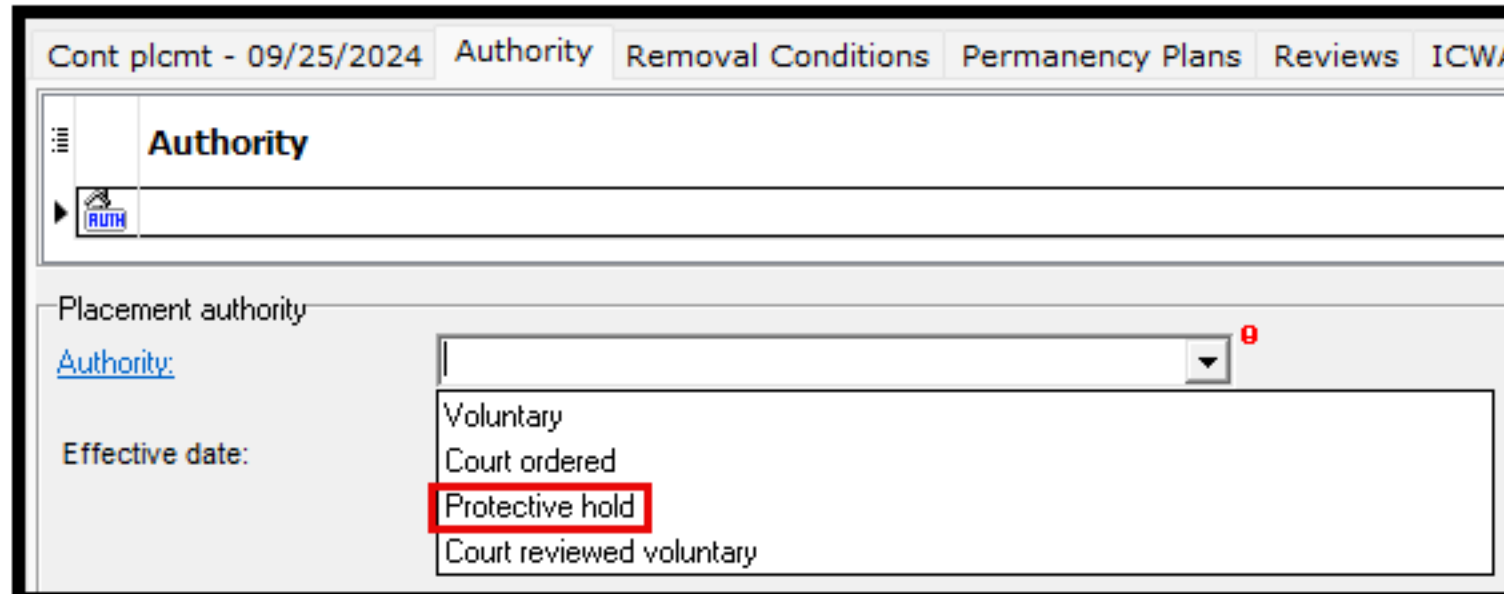


The screenshot shows a dropdown menu for 'Caretaker family structure prior to placement'. The menu is open, displaying several options. The option 'Structure unknown - abandoned child' is highlighted with a red box. Other options include 'Married couple', 'Unmarried couple', 'Structure unknown - no identified caretaker', 'Single male', and 'Single female'. A red '0' icon is visible in the top right corner of the dropdown menu.

Caretake family structure prior to placement: Select 'Structure unknown- abandoned child' from the drop-down menu.

Authority Tab

The responsible local welfare agency has legal responsibility for placement of a newborn in foster care for 72 hours, during which time agencies must file a petition under [Minn. Statue 260C.141](#) asking the court to order continued placement of the newborn in foster care, with care, custody and control ordered to the agency.



The screenshot shows the 'Authority' tab in a system interface. The tab is titled 'Authority' and is selected. Below the tab, there is a section for 'Placement authority'. The 'Authority' dropdown menu is open, showing options: 'Voluntary', 'Court ordered', 'Protective hold', and 'Court reviewed voluntary'. The option 'Protective hold' is highlighted with a red box. The 'Effective date' field is also visible.

Workers should select 'Protective hold' under the **Authority** tab as statute provides 72-hour custody to the agency to allow for a court hearing within the first 72 hours. The **Effective date** will be the date that the continuous placement began.

Removal Conditions

Cont plcmt - 09/25/2024 Authority Removal Conditions Permanency Plans Reviews ICWA Adoptive P

Abandonment
 Alleged domestic violence
 Alleged educational neglect
 Alleged medical neglect
 Alleged neglect
 Alleged physical abuse
 Alleged psychological or emotional abuse
 Alleged sex trafficking
 Alleged sexual abuse
 Anonymous infant abandonment - Safe Place for Newborns
 Caretaker alcohol abuse
 Caretaker death

Primary removal condition:
Anonymous infant abandonment - Safe Place for Newborns ▼

Removal conditions finalization date:
10/26/2024 ▼

[Removal conditions definitions](#)

Workers should select 'Anonymous infant abandonment – Safe Place for Newborns' as the **Primary removal condition** under the **Removal Conditions** tab.