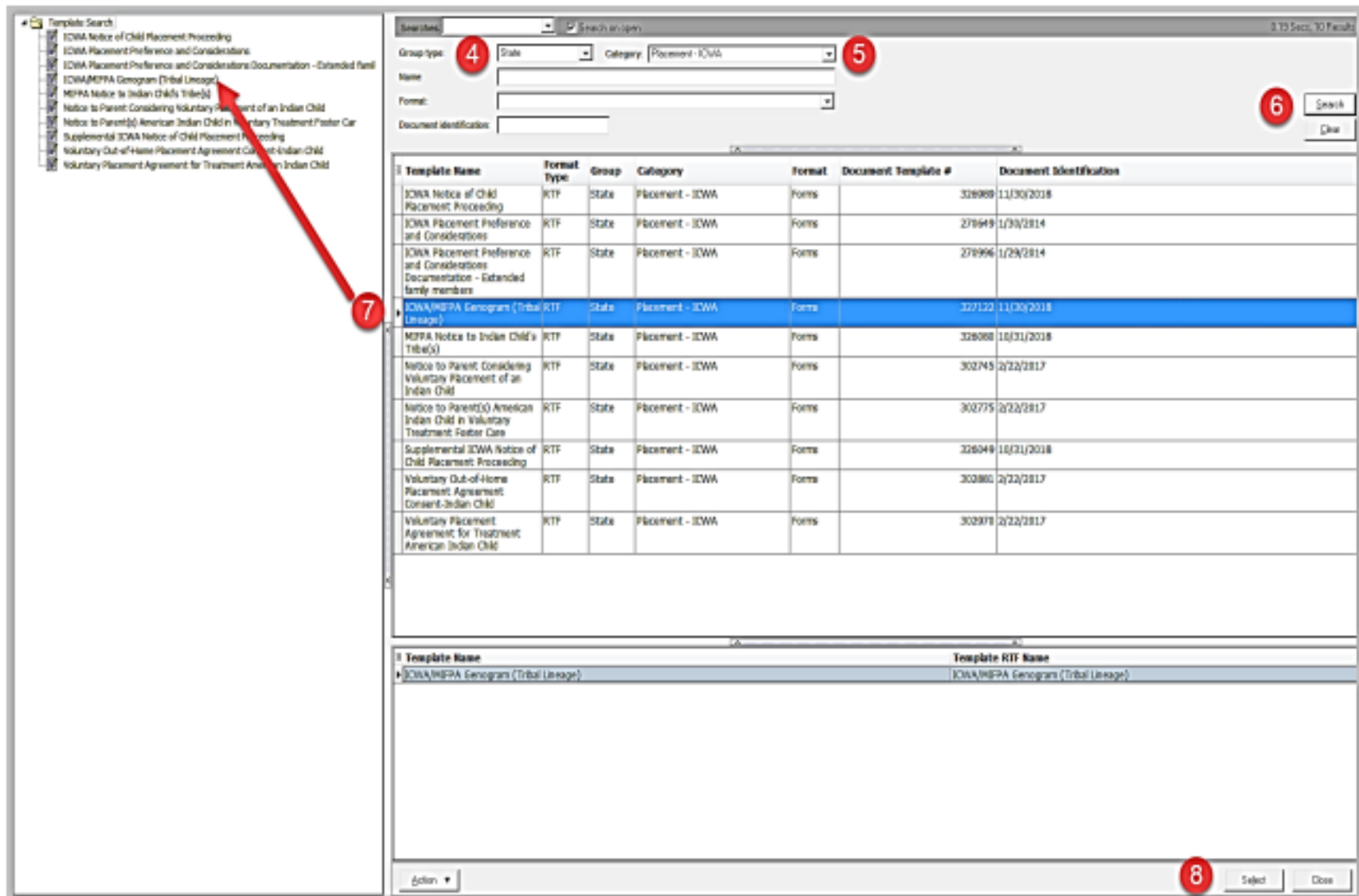
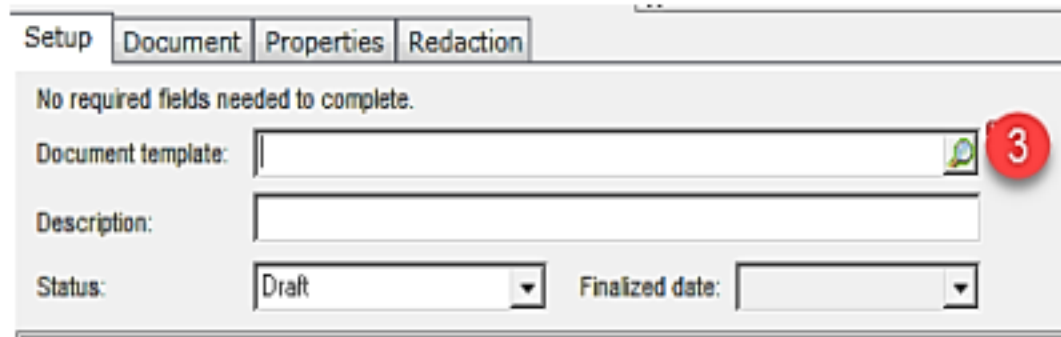
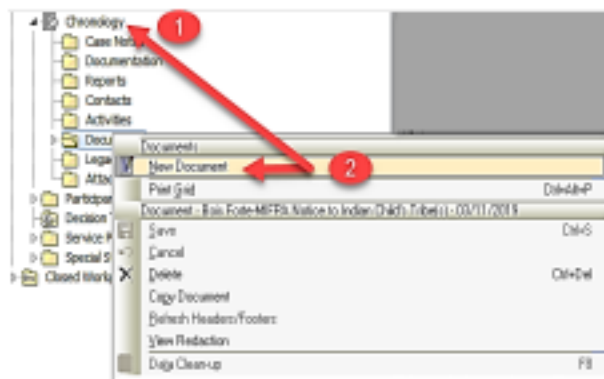


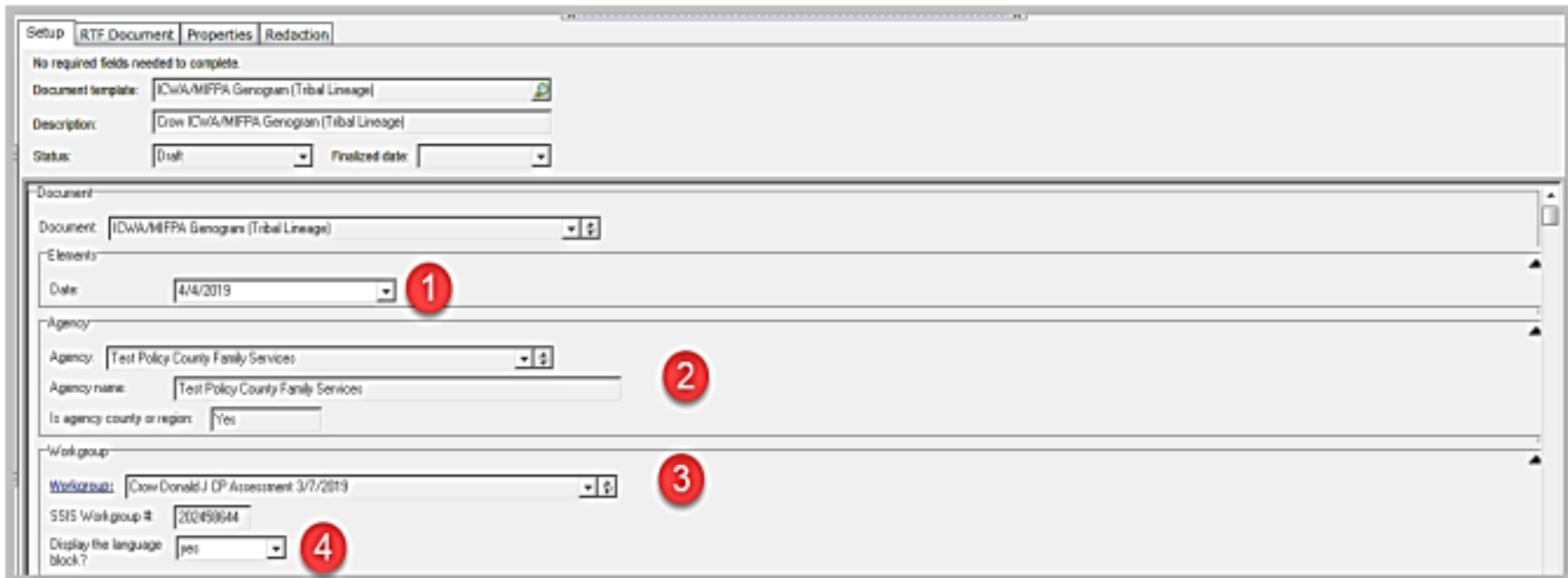
ICWA/MIFPA Genogram (Tribal Lineage) Notice in Chronology>Documents

1. Navigate to Chronology in the tree view
2. Create Action Menu and select **Documents**
3. Click on Magnifying Glass next to Document Template Field
4. In the **Group Type** Field Select **State**
5. In the **Category** dropdown select **Placement-ICWA**
6. Click **Search**
7. Select **ICWA/MIFPA Genogram (Tribal Lineage)** from either the grid or tree view
8. In the bottom right hand corner of the screen hit the **Select** button to bring to Set-Up.



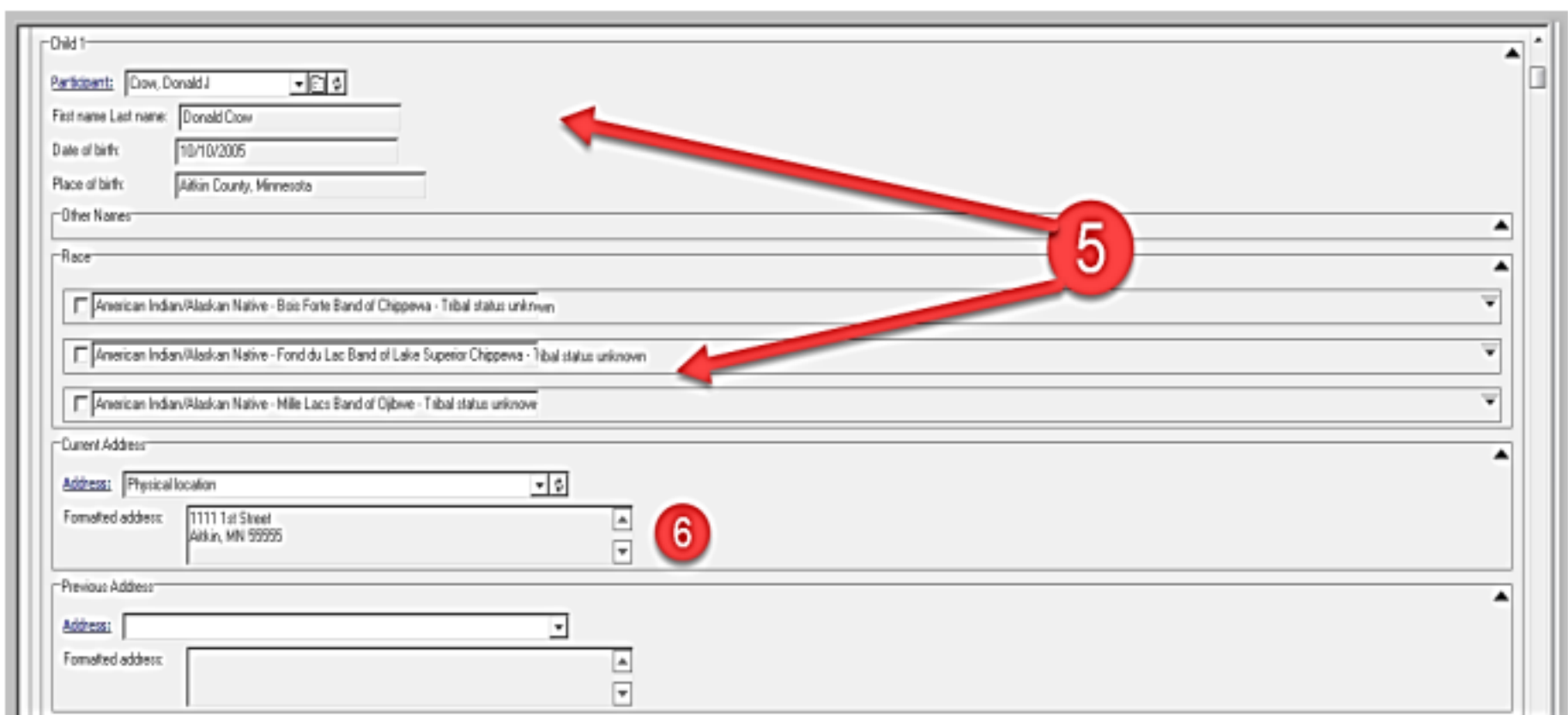
ICWA/MIFPA Genogram Setup

1. Enter **Date** of Notice with free text or selecting date on date picker.
2. **Agency, Agency Name**, and “**Is agency county or region**” auto fill with previously entered information.
3. **Workgroup** auto fills with current Workgroup Information.
4. Users will then select whether to **Display the language block**.



The screenshot shows the 'Setup' tab of the ICWA/MIFPA Genogram (Tribal Lineage) form. It includes fields for Document template, Description, Status, and Document. The 'Elements' section contains a Date field (4/4/2019) with callout 1. The 'Agency' section includes Agency, Agency name, and Is agency county or region fields with callout 2. The 'Workgroup' section includes Workgroup and SSIS Workgroup # fields with callout 3. The 'Display the language block?' checkbox is checked with callout 4.

5. Select **Child 1** from the **Participant** drop down. **First Name Last Name, Date of Birth, Place of Birth, Other Names**, and **Race** information populate into document when this information was put into the correct folders before creation of the document. Place a check mark in the boxes next to each **Race** container.
6. Select the **Child 1's Address** and **Previous Address** (if applicable) from the dropdown.



The screenshot shows the 'Child 1' section of the form. It includes fields for Participant (Crow, Donald J), First name Last name (Donald Crow), Date of birth (10/10/2005), and Place of birth (Aitkin County, Minnesota). The 'Race' section has three checkboxes for different tribal affiliations. The 'Current Address' section includes an Address dropdown (Physical location) and a Formatted address field (1111 1st Street, Aitkin, MN 55955) with callout 6. The 'Previous Address' section is also visible.

- Workers will then navigate and complete all known and entered information regarding **paternal** family members. Remember (if able) to enter **Race** along with **Tribal Enrollment Status** (if known), **Date of Birth, Date of Death, Address, Email, and Phone** detail for each of the following family members before setting up this document.

Fields related to Father are labeled as follows:

- F0= Father
- F1= Child(rens) Paternal Grandfather (Father's Father)
- F2= Child(rens) Paternal Grandmother (Father's Mother)
- F3= Father Paternal Grandfather
- F4= Father Paternal Grandmother
- F5= Father Maternal Grandfather
- F6= Father Maternal Grandmother

F0 Father	▼
F1 Paternal Grandfather	▼
F2 Paternal Grandmother	▼
F3 Father - Paternal Grandfather	▼
F4 Father - Paternal Grandmother	▼
F5 Father - Maternal Grandfather	▼
F6 Father - Maternal Grandmother	▼

- Workers will then navigate and complete all know and entered information regarding **maternal** family members. Remember to enter **Race** along with **Tribal Enrollment Status** (if known), **Date of Birth, Date of Death, Address, Email, and Phone** detail for each of the following family members up front.

Fields related to Mother are labeled as follows:

- M0= Mother
- M1= Child(rens) Maternal Grandfather (Mother's Father)
- M2= Child(rens) Maternal Grandmother (Mother's Mother)
- M3= Mother Paternal Grandfather
- M4= Mother Paternal Grandmother
- M5= Mother Maternal Grandfather
- M6= Mother Maternal Grandmother

M0 Mother	▼
M1 Maternal Grandfather	▼
M2 Maternal Grandmother	▼
M3 Mother - Paternal Grandfather	▼
M4 Mother - Paternal Grandmother	▼
M5 Mother - Maternal Grandfather	▼
M6 Mother - Maternal Grandmother	▼

- Workers will then navigate and complete additional relative containers (up to 6 additional relatives). Remember to enter **Race** along with **Tribal Enrollment Status** (if known), **Date of Birth**, **Date of Death**, **Address**, **Email**, and **Phone** detail.



A screenshot of a form containing six horizontal dropdown menus. Each menu is labeled on the left as 'Relative 1', 'Relative 2', 'Relative 3', 'Relative 4', 'Relative 5', and 'Relative 6' respectively. Each dropdown menu has a small downward-pointing arrow on its right side.

- After all relatives are entered, additional children related to the sibling group can be pulled into the document **setup** (up to 6 additional children).




A screenshot of a form containing six horizontal dropdown menus. Each menu is labeled on the left as 'Child 2', 'Child 3', 'Child 4', 'Child 5', and 'Child 6' respectively. Each dropdown menu has a small downward-pointing arrow on its right side.

ICWA/MIFPA Genogram Pre-Work and Information

- Prior to the creation of the **ICWA/MIFPA Genogram (Tribal Lineage)** document in SSIS the following steps will save workers time in reference to pulling data into appropriate fields.
- Conduct ICWA Inquiry as early as possible and list race and potential or known Tribal Lineage information into the Participant's **Race Folder**.
- Gather as much information regarding relatives at the earliest stage possible. The **ICWA/MIFPA Genogram (Tribal Lineage)** document contains space for:
 - Child(rens) Father and Mother
 - Child(rens) Paternal Grandfather and Grandmother.
 - Child(rens) Paternal Great Grandfather and Maternal Great Grandmother
 - Child(rens) Maternal Grandfather and Grandmother
 - Child(rens) Maternal Great Grandfather and Great Grandmother
 - Child(rens) Maternal Great Grandfather and Maternal Great Grandmother
 - Space for 6 additional relatives is provided on this document.

Each time information is discovered regarding family members the genogram will need to updated and sent to the tribe(s)

4. Navigate to the **Participant Node(s)** and open the **Relationship Folder**. Always begin associating relationships to all participants through a search  within the **Relationship** screen. When information is gathered regarding grandparents and relatives, but these individuals are not searchable via SWNDX, workers can create space within the workgroup for relatives as **Collaterals**. When entering relatives as collaterals be sure to indicate their gender and other required information on the **Participant Screen**.

If gender is not selected, **Grandparent** will be used in place of **Grandfather** or **Grandmother** etc. The value of **Grandparent** will not allow that relationship to be pulled into the **ICWA/MIFPA Genogram (Tribal Lineage)** document. It is also beneficial to enter the **Race** along with **Tribal Enrollment Status** (if known), **Date of Birth**, **Date of Death**, **Address**, **Email**, and **Phone** of the grandparents and relatives. Following these steps will assist tribes with eligibility determinations.

5. There is space on the **ICWA/MIFPA Genogram (Tribal Lineage)** document for up to six children. When there is different lineage among siblings within a family group, separate genograms will need to be created (e.g. half siblings, step-siblings). When there are more than six children in a sibling group a separate genogram will need to be completed for the remaining child(ren).
6. The **ICWA/MIFPA Genogram (Tribal Lineage)** document is a required to be sent with **MIFPA Notice(s)** and **ICWA Notice(s) of Child Custody Proceedings**.