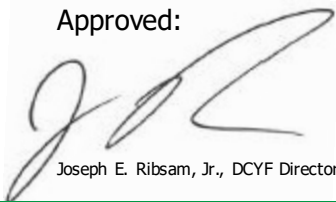
 <p>NH Department of Health & Human Services Division for Children, Youth & Families</p>	DCYF Standard Operating Procedure	
	1615.6 PLACEMENT NOTIFICATION	
	Policy Directive: 21-34 Effective Date: October 2021 Implements Policy: 1615	Approved:  Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the process of notifying appropriate parties of placement.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. Notification is made to the following on the day of placement (and within 24 hours of any change in placement):
 - A. The Fiscal Services Unit (FSU), which:
 - 1. Opens the placement episode in the DCYF electronic information system and completes the removal screen and appropriate authorizations within 2 business days (for initial placement); and
 - 2. Processes a Medicaid and cash category change/opening as applicable (as outlined in Chapter 600 of the FSCM);
 - B. Provider Relations;
 - C. The Nurse Consultant;
 - D. The Resource Worker, who will:
 - 1. Follow-up with potential child-specific placements within 3 business days of being notified to discuss the permitting/licensing process;
 - 2. Create a file in the resource records for the child-specific home;
 - 3. Collaborate with CPSWs/JPPOs and the Homestudy Unit to help coordinate any other necessary placement paperwork and to determine the best course of action to complete a Home Study and start the licensing process (as applicable); and
 - 4. If the relative resides outside the placement District Office's catchment area (sending), notify the Resource Worker in the receiving District Office via

email, and send a copy of the file to be maintained by the receiving District Office;

- E. The Permanency Planning Team (PPT) for CPS cases; or
 - F. The Permanency JPPO (who will notify the rest of the PPT) for JJS cases;
 - G. The DO Supervisor and Assistant Supervisors (as applicable);
 - H. Other DCYF staff involved with the child (CPSWs/JPPOs);
 - I. DCYF support staff;
 - J. The Permanency Specialist for Roadmaps to Reunification (for non-residential placements or when a child steps down from a residential placement);
 - K. The Human Trafficking Specialist (when any form of human trafficking is suspected or confirmed); and
 - L. The DCYF Attorney (CPS specific).
- II. Placement notification includes:
- A. The name and phone number of the assigned CPSW/JPPO;
 - B. The name and date of birth of the child;
 - C. If child has been identified for special education services and the sending school district;
 - D. The name, address, and phone number of placement provider (for child-specific placements);
 - 1. Including a notation if information is to be withheld from the parents/guardians;
 - E. The name of the parents/guardians;
 - F. The name of the person(s) the child was removed from (CPS specific);
 - G. The type of placement:
 - 1. Relative;
 - 2. Other child-specific;
 - 3. Foster care (include general, specialized, or ISO);
 - 4. Residential (include level of care);

- 5. Shelter; or
 - 6. SYSC (be sure to include detained or committed);
 - H. The reason for placement (Abuse, CHINS, Delinquency, or Neglect) or change in placement; and
 - I. The name of child's CASA/GAL or Attorney, if known.
- III. FSU is also advised of:
- A. Child-specific placements who are or are in the process of becoming licensed;
 - B. The name of the target child if siblings are placed in an ISO foster home; and
 - C. Placements in which sexual abuse or domestic violence (perpetrated by an adult) is a factor in the child's placement.
- IV. The Application for Title IV-A Funding for Services (Form 1870) is scanned into the DCYF electronic information system or emailed to FSU the day of placement.
- V. The signed Medical Authorization (Form 1656 or 2266) is scanned into the DCYF electronic information system within 3 days (preferably the day of placement).
- VI. Court orders are scanned into the DCYF electronic information system within 3 days of receipt.

Applicable Forms

Form	Title
1656	Parent/Guardian Authorization for Medical, Dental, and Psychiatric Treatment
1870	Application for Title IV-A Funding for Services
2266	Medical Authorization and Release (3-piece carbon copy)

Frequently Asked Questions

Q1. Do I make the same notifications if a child is placed in a residential treatment program?

- A** The same notification is made for all children in placement or whose placement changes, regardless of the type of placement.
- A** Notification of all appropriate parties is critical to ensuring the needs of the child are met while they are in care.

Q2. What if I was not able to gather all the necessary documents? Do I wait to make the placement notification?

- A** The placement notification is made the day of placement (or within 24 hours for a change in placement) regardless of the availability of all necessary paperwork.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date
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