



## New Hampshire Division for Children, Youth and Families Policy Manual

### 1615 PLACEMENT

Chapter: Out of Home Placements

Section: Finding Placement

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **21-34**

Effective Date: **October 2021**

#### References Of Note

Federal Authority: [42 USC 671](#), and [42 USC 675](#)

Statutes: [RSA 169-B](#), [RSA 169-C](#), [RSA 169-D](#),  
[RSA 170-E](#) and [RSA 170-G](#)

Administrative Rules: [He-C 6350](#), [He-C 6355](#), and [He-C 6446](#)

Case Law:

This policy establishes DCYF's process around the court-ordered placement of children and youth.

#### **Required Practices**

*Any deviations to the following information must be documented with Supervisory Approval.*

- I. Placement of any child (under the age of 18) shall only be made when ordered by the Court.
- II. Children will be placed in the most appropriate, least restrictive environment that can meet the their needs.
- III. Changes in placement will follow the same procedures as the initial placement, to the extent they are applicable.
  - A. Any hospital stay (medical or psychiatric) of more than 30 days is considered a change in placement and must be discussed with the Fiscal Services Unit (FSU).
- IV. Placement will be planned with the family when it is appropriate to do so. When emergency placement is required:
  - A. Safety for the child, family, placement provider, and CPSWs/JPPOs must be the primary consideration;
  - B. CPSWs/JPPOs will use a teamed response when possible; and
  - C. Law enforcement must be requested to accompany the CPSW to the home (CPS specific) unless otherwise approved by a Supervisor.
- V. CPSWs/JPPOs will support the family during the placement process by:
  - A. Explaining court orders and the placement process to parents/guardians and children (as developmentally appropriate);

- B. Assisting parents/guardians in completing necessary paperwork (preferably before placement);
    - 1. Unless there are mitigating circumstances, the appropriate Medical Authorization (JJS Form 1656 Parent/Guardian Authorization for Medical, Dental, and Psychiatric Treatment or CPS Form 2266 Medical Authorization), an Application for Title IV-A Funding for Services (Form 1870) and the Child/Youth Minimal Facts Sheet (Form 1551) or Child/Youth Information Sheet (Form 1552) must be obtained no later than the day of placement;
    - 2. All other paperwork will be completed within 3 business days after placement if it cannot be completed either before or at the time of placement;
  - C. Assisting parents/guardians and the child (as age appropriate) in gathering clothing and other personal items for the child;
  - D. Obtaining any medications prescribed to the child (must be in their original containers);
  - E. Letting the parents/guardians and child (as age and developmentally appropriate) know the plan for contact/calls to the extent known; and
  - F. Encouraging parents/guardians to utilize their support system as necessary.
- VI. Parents/guardians and children (as age and developmentally appropriate) must be engaged in identifying relatives and other child/family connections (fictive kin) who may act as caregivers for their child.
- VII. Placement must not be made in an unlicensed home unless appropriate preliminary measures have been taken to ensure safety, including:
- A. A review of the DCYF electronic information system for all household members for prior DCYF involvement, including previous findings of abuse or neglect;
  - B. A check with local law enforcement (or law enforcement in a person's last known community if they are new to their current community) for all household members regarding potential safety issues;
  - C. A check of the Department of Safety Registry of Criminal Offenders;
  - D. Physical observation of the home to ensure it is safe and appropriate to meet the child's physical and emotional needs; and
  - E. Discussion with the potential caregiver about the expectations of the Division regarding their care of the child and working with the family, DCYF, and service providers (as applicable).
- VIII. A signed Child-Specific Screening and Agreement (Form 1601) must be obtained for all non-licensed placements no later than the time of placement.

- A. If the caregiver refuses to sign part or all of the agreement placement may still be considered if no safety concerns are identified, but must be discussed with a Supervisor and further addressed during the homestudy process.
- IX. A Home Study must be completed for all child-specific placements:
- A. Within 60 days of an emergency placement; or
  - B. Prior to placement for all planned placements.
- X. When placement in a licensed foster home is most appropriate, the CPSW/JPPO must work with the Resource Worker (or designee) to complete Form 1600 Placement Request for Foster Family Care and locate the most appropriate foster home to meet the child's needs (including proximity to their connections, community, and school).
- A. During regular business hours, the respective Resource Worker (or a Supervisor) of each DO will be consulted to determine the appropriateness of a placement in a foster home across catchment areas before placement is made.
  - B. If placement is made outside regular business hours, the respective Resource Worker and Supervisor will be notified of the placement no later than 8:30 am the next business day.
- XI. A Comprehensive Assessment for Treatment (CAT) must be completed when therapeutic foster care is being considered.
- XII. When the child's needs indicate that a treatment episode in Qualified Residential Treatment Program (QRTP) should be considered, the CPSW/JPPO must make a referral for a CAT within 30 days of the expected entry into placement for non-emergency placements.
- XIII. When the child needs treatment in a QRTP and the court orders placement without a prior CAT assessment, the court will (pursuant to RSA 169-B:19-d, RSA 169-C:19-f, or 169-D:9-d):
- A. Order the CAT assessment to be completed within 30 days of placement; and
  - B. Review the assessment and issue an order approving the placement or changing the placement within 60 days of placement.
- XIV. Parents/guardians will be included in the child's placement to the extent it is safe and appropriate.
- XV. The CPSW/JPPO will support the child by providing information about the placement and answering questions as age and developmentally appropriate.
- XVI. Each child who enters placement at age 14 or older, or who turns age 14 while in placement, must receive support in preparing for adulthood.
- XVII. Placement providers must be given:

- A. A copy of the Child/Youth Information Sheet (Form 1552) with complete and accurate information about the child, the child's important connections, and any medical, mental health, or behavioral issues that may impact the child's safety and well-being;
- B. A completed Form 1640 Foster Care Placement Information;
- C. Appropriate paperwork to ensure the child's medical and educational needs are met; and
- D. The child's Foster Care Diary (not applicable to a residential treatment episode) to document important, factual information about their care, important connections, and personal experiences while in care.
  - 1. When the child changes placement or achieves permanency, the Foster Care Diary must move with them.
  - 2. When the child enters a residential treatment program, the program's notes and progress reports will serve as the child's diary.
  - 3. If the child is placed with a child-specific caregiver or in a foster home following residential treatment, the caregiver must be provided a diary to maintain).

XVIII. All children will have a call with their parents the night of placement and a visit within 7 calendar days unless determined to not be in the child's best interest.

- A. Any decision to delay phone calls or visitation must be documented in the DCYF electronic information system and revisited frequently.

XIX. All appropriate parties will be notified on the day of placement, or within 24 hours of any changes in placement, and provided all necessary information.

XX. The child must be seen in the placement setting no later than the end of the next business day after placement and in accordance with policy 1501 Engaging Families During a Case ongoing.

XXI. Placement will be documented in the DCYF electronic information system within 24 hours.

XXII. Each office will have a system in place for supporting the CPSW/JPPPO post-removal that will include a "check-in" to review events and allow time for the CPSW/JPPPO to process accordingly.

<b>Standard Operating Procedures</b>		
<b>SOP</b>	<b>Title</b>	<b>Applicable Disciplines</b>
1615.1	Placement Preparation - CPS	CPS
1615.2	Placement Preparation - JJS	JJS
1615.3	Child-Specific Placement Requirements	Field Services
1615.4	QRTP Requirements	Field Services
1615.5	Placement	Field Services
1615.6	Placement Notification	Field Services
1615.7	Post-Placement	Field Services
1615.8	Transitions, Transfers, and Placement Disruptions	Field Services

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
1551	Child/Youth Minimal Facts Sheet
1552	Child/Youth Information Sheet
1600	Placement Request for Foster Family Care
1601	Child-Specific Screening and Agreement
1603	Child-Specific Care Home Study
1604	Request for Personal Reference
1605	Adult Child Reference Questionnaire
1640	Foster Care Placement Information
1656	Parent/Guardian Authorization for Medical, Dental, and Psychiatric Treatment
1717	Local Law Enforcement Check
1870	Application for Title IV-A Funding for Services
2266	Medical Authorization and Release (triplicate paper copy)

**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

<b>Document Change Log</b>			
<b>PD</b>	<b>Modification Made</b>	<b>Approved</b>	<b>Date</b>