



NH Department of Health & Human Services  
Division for Children, Youth & Families

## DCYF Standard Operating Procedure

### 1600.5 RESIDENTIAL TREATMENT

Policy Directive: **21-34**

Approved:

Effective Date: **October 2021**

Implements Policy: **1600**

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines procedures for determining the most appropriate placement when it has been determined that the child's needs warrant a more restrictive environment.

#### 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. When a CPSW/JPPPO (in consultation with a Supervisor) believes that a child requires a more intensive placement to meet their needs, they make a request for a Comprehensive Assessment for Treatment (CAT), which includes, but is not limited to, completion of the Child and Adolescent Needs and Strengths (CANS) assessment.
  - A. If the placement is made due to an emergency, sudden placement disruption, or order from the Court, CAT referrals are made at the time of placement (preferably the day of placement, but no later than 3 business days from placement).
  - B. When placement is not an emergency, a CAT referral is made at least 30 days of the expected placement.
  - C. The CAT will be completed by an assessor meeting the requirements of a qualified individual in 42 USC 475A (c)(1)(C).
- II. All available information on the child is provided to the CAT Assessor as it becomes available (as applicable) and includes:
  - A. The Child/Youth Information Sheet (Form 1552);
  - B. Previous treatment history, including any evaluations and diagnoses;
  - C. Previous placement or treatment episodes;
  - D. History of abuse or neglect;
  - E. History of delinquency;
  - F. Known trauma history;
  - G. Services previously provided; and

- H. School records.
- III. CPSWs/JPPOs participate in the CAT Assessment upon request.
- IV. The CAT Assessor’s report will specify:
  - A. Why the needs of the child cannot be met by the family or in a foster family home;
  - B. What QRTP will provide the child with the most effective and appropriate level of care in the least restrictive environment; and
  - C. How the QRTP is consistent with the short- and long-term goals for the child.
- V. The CPSW/JPPO will use the recommendations and goals identified in the CAT Assessor’s report to develop the case plan.
- VI. Placement of the child will align with the level of care (LOC) recommendation indicated by the CAT and will be continually assessed for appropriateness.
  - A. Placement in a residential treatment program requires Field Administrator approval.
  - B. If the child was placed prior to the CAT and the CAT recommendation does not align with the current LOC, the child will be transitioned to a QRTP meeting the LOC recommendation within 30 days.
- VII. All CANS and CAT assessments, as well as court orders and treatment team notes are maintained in the case record.
  - A. The Qualified Residential Treatment Program information must be completed in the child’s case plan to document the process of determining QRTP appropriateness.
- VIII. All decisions as to the reason for choosing a QRTP and the ongoing assessment for appropriateness are documented in the DCYF electronic information system.

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
1552	Child/Youth Information Sheet

**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>