



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

DCYF Standard Operating Procedure

1615.1 PLACEMENT PREPARATION-CPS

Policy Directive: **21-34**

Effective Date: **October 2021**

Implements Policy: **1615**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the process of preparing for placement of a child in a CPS case.

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. CPSWs include families in the placement process as circumstances allow, including:
 - A. Working with the family to identify both maternal and paternal relatives and other family supports who could be a placement resource for the child. This should include:
 1. Engaging parents/guardians in identifying (via the Child/Youth Information Sheet Form 1552) relatives and other child/family connections (fictive kin) who may act as caregivers or other support for their child; and
 2. Talking with children about their connections, including who they might wish to be with (as applicable) if they cannot be at home;
 - B. Contacting relatives and fictive kin (non-related family supports) to discuss the possibility of their being a placement and starting the process of assessing them for appropriateness, based on the child's needs;
 - C. Asking the family's perspective around placement as part of a careful consideration as to the type of placement that would best meet their child's needs; and
 - D. Arranging for the child to meet the placement provider or visit the treatment program ahead of placement (when possible).
- II. Preparing for placement includes:
 - A. Determining the most appropriate placement to meet the child's needs;
 - B. Securing placement by:
 1. Contacting previously identified relatives or fictive kin (non-related family connections) who may be available to care for the child (as applicable) and

- completing necessary safety checks and paperwork (if placement is being considered);
- 2. Completing the Form 1600 Placement Request for Foster Family care (as applicable) with the Resource Worker; or
- 3. Making a referral for a CAT Assessment when it is believed the child may require therapeutic treatment in a residential setting (QRTP);
- C. Advising the Fiscal Specialist Unit (FSU) of the placement in advance (when planned);
- D. Completing any placement paperwork required for residential treatment (as appropriate);
- E. Enlisting the support of service providers already in place to support the family during placement (when appropriate);
- F. Gathering all necessary paperwork to be signed by the parents/guardians;
 - 1. Form 2256 Medical Authorization and Release (3-piece carbon copy);
 - 2. Form 1552 Child/Youth Information Sheet (or Form 1551 Child/Youth Minimal Facts Sheet if the Form 1552 cannot be obtained on or before the day of placement);
 - 3. Form 1870 Application for Title IV-A Funding for Services;
 - 4. The appropriate Getting to Know Me form (Form 1643-A Infant/Toddler 0-3 years old, B School-Aged 4-10 years old, or C Youth 11-18 years old); and
 - 5. Form 1540 Authorization to Release Confidential Information (as needed).
 - 6. Form 1668 Immediate Public School Enrollment (as needed) when the child will be placed in a new school system.
- G. Identifying another CPSW to assist with the placement;
- H. Seeking assistance from law enforcement as appropriate;
- I. Advising the parents/guardians of the name, address, and phone number of the placement provider (with the specific agreement of any foster parent);
- J. Arranging for parents/guardians and foster parents to meet or speak over the phone when appropriate (as applicable);
- K. Answering any questions the parents/guardians may have;
- L. Letting the parents/guardians know the plan for contact/calls to the extent known;

- M. Encouraging parents/guardians to utilize their support system as necessary;
 - N. Securing a car seat or booster seat appropriate for the height and weight of the child (as applicable); and
 - O. Obtaining a court order for placement (reasonable efforts and contrary to the welfare sections must be completed).
- III. Preparing the child for placement includes (as developmentally appropriate):
- A. Including them in decision making as much as possible;
 - B. Talking with them about where they will be going and why (as developmentally appropriate);
 - C. Letting them know when they will have contact/calls with their family (to the extent known);
 - D. Answering questions they may have; and
 - E. Letting them know when they can expect to see the CPSW again.
- IV. CPSWs also prepare relatives and other child-specific placements by:
- A. Providing clear and accurate information about the child's needs;
 - B. Discussing DCYF's expectations around:
 - 1. Parent-child contact;
 - 2. The caregiver's contact with the parent/guardians;
 - 3. The caregiver's contact with the CPSW;
 - 4. Necessary appointments for the child (medical, dental, mental health, etc.);
 - 5. The overall care and supervision of the child;
 - 6. Transportation; and
 - 7. Completion of a home study, which includes references and criminal background and Central Registry checks;
 - C. Completing the Child-Specific Caregiver Assessment and Screening (Form 1601) and all other necessary safety checks;
 - D. Seeing the home; and
 - E. Ensuring the caregiver has contact information for emergencies.

- V. Preparing foster care homes for placement includes:
 - A. Providing clear and accurate information about the child’s needs;
 - B. Discussing DCYF’s expectations around:
 - 1. Parent-child contact;
 - 2. The caregiver’s contact with the parent/guardians;
 - 3. The caregiver’s contact with the CPSW;
 - 4. Necessary appointments for the child (medical, dental, mental health, etc.);
 - 5. The overall care and supervision of the child; and
 - 6. Transportation; and
 - C. Ensuring the caregiver has contact information for emergencies via the Form 1640 Foster Care Placement Information.

Applicable Forms	
Form	Title
1540	Authorization to Release Confidential Information
1551	Child/Youth Minimal Facts Sheet
1552	Child/Youth Information Sheet
1600	Placement Request for Foster Family Care
1601	Child-Specific Screening and Agreement
1640	Foster Care Placement Information
1643A	Getting to Know Me – Infant/Toddler (0-3 Years Old)
1643B	Getting to Know Me – School-Aged (4-10 years old)
1643C	Getting to Know Me – Youth (11-18 Years Old)
1668	Immediate Public School Enrollment
1870	Application for Title IV-A Funding for Services
2266	Medical Authorization and Release (3-piece carbon 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

Document Change Log			
PD	Modification Made	Approved	Date