
 <p>NH Department of Health &amp; Human Services Division for Children, Youth &amp; Families</p>	<b>DCYF Standard Operating Procedure</b> <b>1615.5 PLACEMENT</b>	
	Policy Directive: <b>21-34</b> Effective Date: <b>October 2021</b> Implements Policy: <b>1615</b>	Approved:  Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the process 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. Upon receiving a court order for placement, the CPSW/JPPO meets with the family to:
  - A. Review the court order and reasons for placement;
  - B. Explain the court process;
  - C. Review the necessary paperwork (as outlined in SOPs 1615.1 or 1615.2) with the family and obtain signatures (if not already complete);
    1. If parents decline to sign or are not in a position to sign, CPSWs/JPPOs make concerted efforts to obtain a Medical Authorization (either the Form 1656 or Form 2266), the Child/Youth Minimal Facts Sheet (Form 1551), and the Application for Title IV-A Funding (Form 1870);
  - D. Explain where the child will be going (if not already done and to the extent allowable);
  - E. Have the parents gather prescribed medications (in the original container), clothing (including the child as developmentally appropriate), and other personal items;
  - F. Discuss when the next phone and face-to-face contact will be (to the extent known); and
  - G. Encourage parents/guardians to utilize their support system as necessary.
- II. CPSWs/JPPOs inquire about relatives and other important connections by:
  - A. Engaging parents/guardians in identifying (via the Youth/Child Information Sheet Form 1552) relatives and other child/family connections (fictive kin) who may act as caregivers or other support for their child; and

- B. Talking with children (as developmentally appropriate) about their connections, including who they might wish to be with if they cannot be at home.
- III. When possible, CPSWs/JPPOs work with the family and placement provider to ensure the parents are part of the placement process. This may include:
- A. Having the parents/guardian help explain what is happening to the child;
  - B. Providing parents/guardians with contact information for the placement provider (with permission); and
  - C. Arranging for parents/guardians and foster parents (as applicable) to meet or speak over the phone; or
  - D. Arranging for parents/guardians to visit the placement (when appropriate and with permission).
- IV. CPSWs/JPPOs support the child through the process and help them process events to the best of their ability, as developmentally appropriate, including providing information about the placement and answering questions as age and developmentally appropriate.
- V. The CPSW/JPPO provides the caregiver/treatment program with copies of the Medical Authorization (Form 1656 or 2266) and Minimal Facts Sheet (Form 1551) or Child/Youth Information Sheet (Form 1552), and any other available paperwork (Form 1668 Immediate Public School Enrollment Form, Getting to Know Me Form 1643 A, B, or C, etc.).
- A. If the CPSW/JPPO was not able to complete all necessary paperwork with the family, they follow-up with the family the next day to complete the paperwork and then provide copies to the caregiver.
- VI. The CPSW/JPPO also:
- A. Shares any relevant details that may assist the child in settling into the home or treatment program, including any physical or mental health, and behavioral needs;
  - B. Reviews any medications the child may be taking, including how to obtain prescription refills;
  - C. Explains any other paperwork in the placement packet as necessary;
  - D. Reiterates (to child-specific placements and foster parents) DCYF's expectations around:
    - 1. The child's care, including supervision and abstaining from the use of physical punishment;

- 2. Ensuring the child is taken to necessary medical appointments and enrolled in school;
  - 3. Family contact with the child;
  - 4. Working with the family (as appropriate), including consulting with the parents/guardians around major decisions for the child (to the degree possible);
  - 5. Transportation responsibilities (as applicable); and
  - 6. Keeping the Foster Child's Diary;
- E. Provides Form 1640 Foster Care Placement Information (to child-specific placements and foster parents);
  - F. Answers questions to the best of their ability; and
  - G. Explains that the Resource Worker will be contacting them soon to discuss permitting and licensure (as applicable) and offer additional support.
- VII. The CPSW/JPO takes a picture of the child to enter into the DCYF electronic information system (by the end of the next business day).

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
1551	Child/Youth Minimal Facts Sheet
1552	Child/Youth Information Sheet
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)
1656	Parent/Guardian Authorization for Medical, Dental, and Psychiatric Treatment
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

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

