



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

**DCYF Standard Operating Procedure**  
**1615.8 TRANSITIONS, TRANSFERS, AND PLACEMENT**  
**DISRUPTIONS**

Policy Directive: **21-34**

Effective Date: **October 2021**

Implements Policy: **1615**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines practices around placement transitions, transfers, and disruptions.

**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. Transitions include:
  - A. Physically moving from one placement to another;
  - B. A move to a more or less intensive placement or treatment program;
  - C. A move into an Independent Living program;
  - D. A move from one treatment program to another within the same residential program;
  - E. Achieving permanency through reunification, APPLA, guardianship, or adoption; or
  - F. A change in service provider or school system.
- II. Transitions are planned whenever possible.
  - A. Parents/guardians, caregivers, and service providers (as applicable) are notified (preferably in writing) at least 2 weeks in advance of a planned move and are engaged in the planning process as much as possible.
  - B. Children are notified, in an age and developmentally appropriate way, of the change in placement and encouraged to be part of the planning process (as appropriate). This may include:
    1. Asking their input on where they would like to go or who they would like to be with (or the type of placement/family they would like to be with);
    2. Arranging for the child to visit the placement whenever possible;

3. Asking the child who they would like to stay in contact with once they move (as appropriate); and
  4. Helping them plan for how they will say goodbye to important connections when necessary (such as when changing schools or community).
- C. Transition planning should occur during treatment team meetings, Roadmaps to Reunification meetings (as applicable) and family meetings and should be reflected in the case plan.
  - D. When a change in placement is considered that involves a residential treatment program (either a move within the program or a change in level of care) a referral is made for a new CAT assessment.
- III. An unplanned move may be necessary when warranted by:
- A. The child's behaviors when those behaviors are a safety risk or create a crises situation within the placement;
  - B. The placement provider is experiencing a crisis and is not able to provide care;
  - C. There is a report of abuse or neglect and safety cannot be assured; or
  - D. The Court requests an immediate change in placement (or closes the case).
- IV. If a change in placement is at the request of the placement provider, the CPSW/JPPPO works with the provider to identify the reason for the request to move the child and seeks to support the placement if possible, including the use of paid services if appropriate. The CPSW/JPPPO will:
- A. Enlist the family, child, and caregiver in planning the transition to the extent appropriate;
  - B. Continue to seek to place the child in the most appropriate/least restrictive placement that can meet their needs;
  - C. Ensure that the child's personal belongings, as well as any prescribed medication (in the original containers) move with the child; and
  - D. Support the child by helping them process the need for the change in placement (as developmentally appropriate).
- V. Form 1641 Transfer and Discharge Health Information is completed any time a child leaves one placement for another, including to or from respite care, and moves with the child, along with:
- A. The child's foster care diary;

- B. The Foster Care Placement Information (Form 1640);
  - C. The child’s Getting to Know Me (Form 1643 A, B, or C);
  - D. The most recent Child/Youth Information Sheet (Form 1552);
  - E. The Medical Authorization (Form 1656 or 2266); and
  - F. Form 1668 Immediate Public School Enrollment.
- VI. CPSWs/JPPOs notify the Fiscal Services Unit (FSU) and Resource Worker at least 48 business hours before a planned transition.
- VII. CPSWs/JPPOs notify the Court of any change in placement via the Court Notification of Placement Change (Form 1647) within 5 business days.
- VIII. The Resource Worker follows up with the foster family (as applicable) to process the child’s leaving their home, and, as applicable help the CPSW/JPPO explain the reason for the move or advise the foster parents of their rights around appealing the decision to move the child in accordance with licensing standards.
- IX. All unplanned transfers (placement disruptions) are reviewed in accordance with policy 1642 Review of Unplanned Transfers.

<b>Applicable Forms</b>	
<b>Form</b>	<b>Title</b>
1552	Child/Youth Information Sheet
1640	Foster Care Placement Information
1641	Transfer and Discharge Health 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)
1647	Court Notification of Placement Change
1656	Parent/Guardian Authorization for Medical, Dental, and Psychiatric Treatment
1668	Immediate Public School Enrollment
2266	Medical Authorization and Release (3-piece carbon copy)

**Frequently Asked Questions**

**Q1. If a child is in a residential treatment program and steps down to a different level of care, is this considered a change in placement?**

- A** Yes, any change in the residential treatment program (location or level of care (LOC)) within an agency, or to another agency or placement provider is considered a change in placement.

**Q2. Do I need a new Medical Authorization when a child changes placement?**

- A** A new Medical Authorization is not required when a child changes placement, but should be updated if it is close to expiring.
- A** Whenever possible, it is good practice to always get an updated Medical Authorization at each court hearing to ensure a current authorization is always available.

**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**

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