



Division of Children and Family Services Protection and Safety Procedure #30-2016	
Regarding:	Placement Concerns
Date Effective:	09/22/2016
Contact:	Stacy Scholten at stacy.scholten@nebraska.gov
Issue by:	Douglas J. Weinberg, Director, Division of Children and Family Services

Philosophy

Children residing in foster care will be provided a safe and stable living environment. When a placement concern is reported to the Child Abuse/Neglect Hotline, and does not meet the definition of child abuse/neglect and is screened out, action will be taken to ensure the children are in a safe and stable placement, their needs are being met, and the foster parents have the information and support they need to provide adequate care.

Procedure:

When a concern regarding a foster home (licensed or approved) is called into the Hotline and it is not accepted for investigation, due to not meeting maltreatment criteria, the intake is closed with the status "Placement Concern". The Foster Care Resource Development staff (FCRD) assigned to the home and assigned Child and Family Services Specialist (CFSS) to any child in the home will be responsible for addressing the concern. The service area providing case management is responsible for maintaining or changing the placement.

Placement concerns should be addressed as quickly as possible and, in most instances, foster homes should not be on a placement hold beyond thirty (30) days of the Hotline receiving the placement concern, unless noted on the corrective action plan.

*I. Agency Supported Foster Home
a. State Ward Placement*

The assigned FCRD staff will put the foster home on hold upon learning about the placement concern, while the concern is being addressed by the contracted agency. This will prevent the home from accepting any additional placements. The assigned CFSS who have children in the home, contracted agency, and FCRD will meet to discuss the placement concern. This meeting could be staffing over the phone and is not required to be face to face. The assigned FCRD will coordinate the meeting within two business days of being alerted about the concern. Information regarding the identification of the reporter cannot be provided to the contracting agency.

The contracted agency will coordinate a meeting with the foster family to address the placement concern. After the contracted agency has met with the family, gathered collateral information, and addressed the concerns, the contracted agency will provide the FCRD staff with a written summary of the information gathered and concerns identified. If the concerns are confirmed, the contracted agency will submit a corrective action plan to FCRD, which FCRD will scan into the foster home's org on N-FOCUS, under Foster Care Organization. If necessary, the agency will

also update the support plan that is specific to each individual youth placed in the home. This support plan will include all participants' signatures and be given to both the CFSS and Contract Monitoring Resource Development (CMRD) worker, who will scan the support plan into the org under Provider Supporting Documentation.

Once FCRD has received the corrective action plan from the contracted agency, FCRD will schedule an internal meeting with the CFSS who have youth placed in the home to review the plan. The placement hold will remain in effect until there is consensus with the CFSS who have youth placed in the home, contracted agency, and FCRD staff, and all are satisfied the plan is appropriate. The corrective action plan will be documented on the org in N-FOCUS, using the *Complaint* icon and scanned under Corrective Action Plan. The placement hold will be removed by the FCRD when the concerns have been fully addressed.

If the youth is also a probation youth, FCRD will communicate with probation on the status of the home and share information if it is in furtherance of the Child Protection and Family Safety Act.

b. Probation Youth Placement

The assigned FCRD staff will put the foster home on placement hold while the concern is addressed by the contracted agency. This will prevent the home from accepting any additional placements. The FCRD will provide information to the contracted agency regarding the placement concern. The FCRD cannot provide any information related to the identification of the reporter.

The contracted agency will coordinate a meeting with the foster home to address the placement concern. After the contracted agency has met with the family, gathered collateral information, and addressed the concerns, the contracted agency will provide FCRD with a written summary of the information gathered and concerns identified. If the concerns are confirmed, the contracted agency will submit a corrective action plan to FCRD, which FCRD will scan into the foster home's org on N-FOCUS, under Corrective Action Plan. The placement hold will be removed by the FCRD when the concerns have been fully addressed.

The FCRD will communicate with probation throughout the process on the status of the home and share information if it is in furtherance of the Child Protection and Family Safety Act.

c. No Placements (probation or DHHS ward)

When the Hotline receives a report of abuse and neglect of foster youth but the youth are no longer in the foster home, the Hotline will determine the following:

- i. No accepted allegations of abuse or neglect were alleged, the intake will be closed with the status of "Does Not Meet Definition (DNMD)"; or
- ii. If the report alleged abuse and neglect that meets the criteria to accept a report, the intake will be accepted for an Out-of-Home Assessment.

II. DHHS Supported Home

a. State Ward Placement

The assigned FCRD will put the foster home on placement hold upon learning about the concern and coordinate a meeting with the CFSS responsible for the youth identified in the concern and foster family within two business days. The CFSS, and/or their Supervisor, and FCRD will be present at the meeting with the foster home to address the placement concern. If the concern is related to youth placed in the home with more than one CFSS, then all appropriate CFSS, and/or their Supervisor, must be present at the meeting. Information regarding the identification of the

reporter cannot be released to the foster home. The FCRD and CFSS (as applicable) will review the current support plan and make changes as necessary. If the concerns were confirmed, FCRD will develop a corrective action plan with the family and input from CFSS (as applicable).

A summary of the meeting will be documented by the FCRD on the org, in N-FOCUS, using the *Complaint* icon. The FCRD will also be responsible for tying the placement concern to the foster home org. Once the placement concern has been fully addressed, FCRD will take the home off placement hold.

b. Probation Placement

Probation youth cannot be placed in foster homes supported by DHHS due to complications with foster care reimbursement payment.

c. No Placement

When the Hotline receives a report of abuse and neglect of foster youth, but the youth are no longer in the foster home, the Hotline will determine the following:

- i. No accepted allegations of abuse or neglect were alleged, the Intake will be closed with a status of “Does Not Meet Definition (DNMD)”;
- ii. If the report alleged abuse and neglect that meets the criteria to accept a report, the Intake will be accepted for an out-of-home assessment.

References:

DCFS Program Guidance Memo #16-2013
Nebraska Revised Statute 28-726

Attachments:

Corrective Action Plan for Placement Concerns

Corrective Action Plan for Placement Concerns

Foster Family:
Need for Correction Action Plan:
Date of Plan:

Contractor:
Review date:

Action Steps Steps which have been or will be taken to correct non-compliance. Should address the processes that lead to the non-compliance.	Lead The person who has the primary responsibility for ensuring that steps are accomplished.	Benchmarks The product or tangible result that tells you that the action step has been completed	Projected Date The period of time necessary to correct non-compliance.	Actual Date The actual date of completion	Progress Report Enter information that describes the progress made for benchmark

Corrective Action Plan for Placement Concerns

Foster Parent Signature: _____ Date: _____

Foster Parent Signature: _____ Date: _____

Contractor Signature: _____ Date: _____

DCFS Signature: _____ Date: _____