

Division of Children and Family Services Protection and Safety Procedure #35-2016	
Regarding:	Youth placed in an out of state group home and Psychiatric Residential Treatment Facility levels of care who are receiving special education services
Date Effective:	10/11/16
Contact:	Tricia Kingsley at (402) 471-8466 or triciakingsley@nebraska.gov
Issued by:	Douglas J. Weinberg, Director, Division of Children and Family Services

Philosophy:

The Division of Children and Family Services (CFS) believes when a child receiving special education services is placed out of state, every effort should be made to make sure that vital information is shared and all avenues for helping children reach their full potential are explored.

Procedure:

Prior to Placement Out of State

When a child receiving special education services is being recommended to and/or court ordered to an out of state group home or Psychiatric Residential Treatment Facility (PRTF) level of care, the Children and Family Service Specialist (CFSS) will notify, in writing, the school's Special Education personnel from the school the child is currently attending. The written notification, via e-mail or letter, should include the name of the group home or PRTF placement and potential placement date for the child.

The CFSS will contact the child's current school district and request the child's most current Individualized Education Program (IEP), Multi-Disciplinary Team Report (MDT), and related student records be sent to the out of state group home or the PRTF. The school may request a release of student records from the parent/guardian/educational surrogate via a signed consent. If the transfer of records does not happen promptly, contact the Central Office CFS Education Program Specialist to assist.

The CFSS will send a copy of the IEP and MDT to the Central Office CFS Education Program Specialist and include the documents in the case file.

During Placement Out of State

The CFS Education Program Specialist will reach out to the contact the out of state group home or PRTF to discuss implementation of the current IEP and any verification issues in order to ensure child is receiving services in accordance with Special Education laws. The summary of this discussion will be shared with the CFSS and documented in the Educational narrative section on N-FOCUS.

The CFSS and the Central Office CFS Education Program Specialist will attend school meetings via phone conference or in person if invited to participate as a person with special knowledge or expertise regarding the child.

Prior to Discharge

Whenever possible, at least one month prior to discharge, the CFSS will make written and/or telephone contact with the receiving school district in Nebraska to schedule a transition meeting between the group home, PRTF educational professionals, and the identified Nebraska school district. If placement changes during this period, the appropriate school personnel and the Central Office CFS Education Program Specialist should be notified.

The transition meeting topics shall include:

- Any change in the disability status;
- Current level of academic performance;
- Identification of effective strategies/coping skills utilized during placement at the group home or PRTF;
- Recommendations for educational placement and supports as indicated on the current IEP;
- An opportunity for the Nebraska school to identify information they need from the group home or the PRTF to appropriately support the child at school; and
- An opportunity for the child to be introduced to a contact at the new school.

Before discharge, the CFSS will contact the group home or PRTF and request the child's most current Individualized Education Program (IEP), Multidisciplinary Team Report (MDT) and related student records be sent to the Nebraska school district. The group home or PRTF may request release of student records from the parent/guardian/Educational Surrogate via a signed consent. If the transfer of records does not happen promptly, contact the Central Office CFS Program Specialist for Education for assistance.

Upon Placement Back in Nebraska

The CFSS and the Central Office CFS Education Program Specialist will attend school meetings at the receiving school district in Nebraska via phone conference or in person if invited to participate as a person with special knowledge or expertise regarding the child.

References:

Family Educational Rights and Privacy Act (FERPA) amendment Uninterrupted Scholars Act