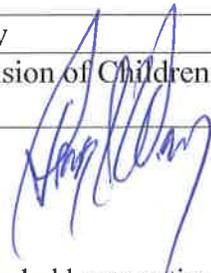


Division of Children and Family Services Protection and Safety Procedure #6-2016	
Regarding:	Placement Holds in Foster Homes
Date Effective:	2/24/16
Contact:	Jodi Allen, Jodi.allen@nebraska.gov
Issue by:	Douglas J. Weinberg, Director, Division of Children and Family Services



Philosophy

There may be times when it is necessary to place a foster home on hold, preventing additional placements into the home. This may be done in conjunction with a licensing action, but in and of itself is not a licensing action. Holds on placement are for internal Division of Children and Family Services (DCFS) use but could be requested by the supporting Child Placing Agency (CPA) because of life circumstances, i.e. the birth of a new baby, a death in the family or the family needs to take a break from providing foster care.

Procedure:

The assigned Resource Development (RD) worker is responsible for placing a foster home on hold for placements and documenting the hold in N-FOCUS. The following outlines the types of placement holds listed in N-FOCUS and when they should be utilized:

Agency Decision

- A foster care license is being revoked and/or is under appeal

Complaint Under Investigation (Non-CPS)

- DCFS has received a complaint regarding the foster home and an intake was screened as placement concerns necessitating the gathering of further information.

CPS Investigation

- DCFS hotline accepts an intake for an initial and/or out-of- home assessment.

Consult with RD Staff

- RD has documented information about a foster home which should be reviewed and shared prior to a placement. For example, a home may have experienced disruptions with a certain type of child (ren) and does best with a specific age group.
- A foster home is out of licensing compliance, for instance, there is a new household member without background checks completed.
- Probation requests to place a youth in the home and a licensing amendment is needed.

Corrective Action Planned

- RD or the CPA is working with the foster parent(s) to correct a compliance issue. This decision should have accompanying time frames for completion of the corrective action.

License Renewal in Process

- RD Worker, at the request of the CPA, has extended a foster care license due to issues such as insufficient training hours, or background checks being outdated.

License Suspended

- RD Worker has issued a foster care license suspension.

Provider Requested

- The supporting CPA has placed an internal hold on the home, or the DCFS supported foster parent directly requests a break from further placements, but does not desire to relinquish their foster care license.

Notification and documentation of a placement hold:

- The RD Worker or the Contract Monitor shall notify the supporting CPA, if applicable, that the foster home is being placed on hold for placement, except when there is a report accepted for a CPS Investigation. The RD Worker and RD Supervisor will immediately communicate regarding the CPS investigation to the CFS Specialist and the CFSS Supervisor to determine who will contact the CPA and when they will be contacted so the integrity of the investigation is not compromised. Upon notification to the CPA, the RD Worker will place the foster home on hold in NFOCUS.
- The RD Worker will document the reason and circumstances for using the hold in the organization home detail, consultation point narrative on N-FOCUS.

Time Frames:

Complaint Under Investigation, CPS Investigation, and Corrective Action Planned placement holds should not exceed thirty calendar days, unless the RD worker and RD supervisor make a decision to initiate a licensing action or additional time is needed to adequately meet the conditions of the corrective action plan. At that time, the reason for the placement hold must be documented in the organization home detail, consultation point narrative on N-FOCUS and changed to Agency Decision.

When a foster home is on hold for placement, no additional children shall be placed in the home.

References:

395 NAC Chapter 3