DFPS Emergency Placement

New Referral to SSCC

DFPS

Notify the SSCC of the emergency need for placement by telephone and within **1 hour** send an email with required attachments, and complete SSCC Child Referral and Common Application in IMPACT.

Evaluate the SSCC's recommended placement option and medical consenter within **1 hour** of receipt of email from the SSCC by telephone or electronic notification. (If approval is granted by telephone, written approval will follow within **24 hours.**) Approval is to be assumed if denial of placement is not provided within **1 hour.**

If placement is found **within 4 hours** of placement referral accepted, DFPS will place the child in approved placement..

DFPS Worker will review placement created by SSCC same day of placement, and ensure within 12 hours, that placement documentation has been entered.

SSCC

Upon receiving placement referral, **within 1 hour**, review and respond via email with all needed corrections, or email receipt of referral being accepted.

Identify and notify DFPS via email of appropriate placement option including potential medical consenter no later than **4 hours** of receipt of accepted placement referral.

Takes physical possession of children from DFPS within **4 hours** of receipt of SSCC accepting DFPS referral for placement if placement is not located and secured.

Place child in placement, if placement is found **after 4 hours** of referral being accepted.

Within 12 hours of placement, create recommend Service Package, and create placement entry. If SSCC physically placed child, complete placement documentation.

Ensure, if required, that provider obtains 3-day medical screening for all eligible children.

SSCC Required Documentation

SSCC will create placement entry, and T3C package (if applicable), and will document if SSCC physically placed the child.

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SSCC Documentation Requirements

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