DFPS Non-Emergency Placement

New Referral to SSCC

DFPS

Notify the SSCC of the need for placement. Send an email with required attachments, and complete SSCC Child Referral and Common Application in IMPACT.

Electronic Notification

Evaluate the SSCC recommended placement option and medical consenter within ***24 hours*** of receipt of notification from the SSCC.

- Approval is to be assumed if denial of placement is not provided to the SSCC within the designated timeframe.

Notify CASA and attorney ad-litem that change in placement has occurred.

If placement is found before date needed by, DFPS will place child within timeframes.

SSCC

Identify potential placement option(s) for child and schedule pre-placement visit(s) for child with potential caregivers.

Ensure the child is involved and the child/youth's input is considered in decision as appropriate to the level of understanding.

Contact provider from which the child will be moved to gather relevant information.

Identifies and notifies DFPS of appropriate placement option, including potential medical consenter as soon as possible and no later ***than 3 days prior*** to placement needing occur.

Notifications to DFPS

If placement is not found by date placement is needed, place a child within required timeframes.

Provide required placement documentation via IMPACT to designated DFPS staff within ***12 hours*** of placement, if SSCC made placement.

DFPS Non-Emergency Placement

New Referral to SSCC

DFPS

1. Notify the SSCC of the need for placement. Send an email with required attachments, and complete SSCC Child Referral and Common Application in IMPACT.
2. Evaluate the SSCC recommended placement option and medical consenter within **24 hours** of the receipt of notification from the SSCC.
    a. Approval is to be assumed if denial of placement is not provided to the SSCC within designated timeframe.
3. Notify CASA and guardian ad-litem that change in placement has occurred.
4. If placement is found before date needed by, DFPS will place child within timeframes.

SSCC

1. Identify potential placement option(s) for child and schedule pre-placement visit(s) for child with potential caregivers.
2. Ensure the child is involved and the child/youth's input is considered in decision as appropriate to the level of understanding.
3. Contact provider from which the child will be moved to gather relevant information.
4. Identifies and notifies DFPS of appropriate placement option, including potential medical consenter as soon as possible and no later **than 3 days prior** to placement needing to occur.
5. If placement is not found by date placement is needed, place a child within required timeframes.
6. Provide required placement documentation via IMPACT to designated DFPS staff within **12 hours** of placement, if SSCC made placement.