

Placement and Termination of Children in SCCS Custody

SUMMIT COUNTY CHILDREN SERVICES

ORC: 5103.03 OAC: 5101:3-42-87; 5101:2-42-90; 5101:2-5-13; 5101:2-7-02 USC: N/A CFR: N/A	ORIGINAL: 8/20/2018 REVISIONS: N/A RELATED FORM(S): Individual Child Care Agreement; Placement Assessment Tool RELATED PROCEDURE/POLICY(IES): N/A
---	--

- | | |
|---|--|
| <input type="checkbox"/> Administrative
<input type="checkbox"/> Fiscal
<input type="checkbox"/> Human Resources
<input type="checkbox"/> Information Technology | <input type="checkbox"/> Legal
<input type="checkbox"/> Safety & Security
<input checked="" type="checkbox"/> Social Services - All Departments
<input checked="" type="checkbox"/> Social Services - Foster & Adoption |
|---|--|

All Staff Bargaining Unit Non-Bargaining Management

POLICY:

Summit County Children Services (SCCS) believes that children do best when they are placed in the least restrictive and most appropriate placement setting that can best meet their needs. In an effort to identify the most suitable placement, the SCCS Placement Assessment Tool will be completed on any child in agency custody being placed in an out of home care setting in order to have a level of care assigned. Substitute caregivers will be provided with an Individual Child Care Agreement (ICCA) that includes identifying information on the child as well as information to assist them in meeting any identified needs prior to placement.

PROCEDURE:

Every effort will be made to consider relatives/kin as potential placements when children enter the custody of SCCS. Siblings will be placed together or reunited and children will be placed in close proximity to their birth parents and in their school district whenever possible.

All children who come into SCCS custody are assessed at initial placement by the child's caseworker and a placement worker utilizing the SCCS Placement Assessment Tool. SCCS will also update the tool at placement change and reserves the right to complete the placement tool at any other time and adjust the child's placement or level of care payment for the purposes of assuring appropriate placement level and service. Children who are unable to be placed with a relative or kin will be placed in the

appropriate level of care based upon the level of need determined by the placement tool:

Placement levels are as follows:

- Level 1 Family Foster Care
- Level 2 Family Foster Care and Treatment Foster Care
- Level 3 Treatment Foster Care
- Level 4 Therapeutic Foster Care/Group Home
- Level 5 Residential Treatment
- Level 6 Residential Treatment/Intensive Level

All SCCS foster homes are family foster care level 1 and 2 homes. Children in need of placements at levels higher than family foster care will be placed through network providers contracting with SCCS. Contracts will define the levels of care, services provided, and costs associated with placements.

If a network provider determines that a child's level of care is not meeting the best interest of the child, the network provider will submit a written request for re-assessment with supporting documentation to SCCS Resource Coordinator. Upon receipt of such requests, the SCCS Resource Coordinator and the child's social worker will complete the re-assessment to determine the level of care. The Resource Coordinator will recommend a level of care to the SCCS Manager of Placement Services, who will approve or deny such requests based on the level of care assessment. The Resource Coordinator will send written approval/denial to the Network Provider with five (5) to ten (10) working days. If the network provider appeals our decision, the SCCS Director of Placement and Permanency Planning will review the level of care change denial. If SCCS approves a higher level of care, the child's Individual Child Care Agreement (ICCA) will be amended to reflect a higher service care and the respective approved cost.

Each child in the custody of SCCS will have a completed Individual Child Care Agreement. The ICCA must be completed or updated in the following circumstances:

- Initial Placement
- Placement Change
- Change in the information in the ICCA that would affect the care of the child
- Change of the recommending agency for foster parent (foster parent transfer from one agency to another and the child remains with the foster parent)
- Respite paid for by SCCS

The child's caseworker will complete the following steps when completing the ICCA:

- Complete the ICCA and document health, visitation, education, and all other pertinent information regarding the child;
- The child's caseworker and supervisor will sign completed carbon ICCA;

- Take a completed carbon ICCA and one (1) copy of the placement assessment tool to the placement with the child;
- Review all information contained in the ICCA and placement assessment tool with the caregivers and recommending agency provider representative if applicable;
- Obtain signatures and initials from the caregivers and recommending agency provider representative, if applicable;
- Provide the caregiver copy signed ICCA and copy of the placement assessment tool to the caregivers;
- Within forty-eight (48) hours, provide remaining copies to the designated departments:
 1. Original to records (top copy)
 2. Placement Unit
 3. Foster Care Record or Outside Provider

All missing information in the ICCA upon placement will be provided by the assigned caseworker by the documented date either in writing or via telephone.

If the child's placement is in a children's residential center (CRC) under the director of another agency, SCCS must develop and execute the ICCA with the other agency and provide a copy of the ICCA to both the agency and the CRC.

SCCS must review and update the ICCA or develop a new ICCA when there is a change in any information required by the ICCA. SCCS must provide a copy of the updated or revised ICCA to the substitute caregivers no later than seven (7) days after any information changes.

SCCS placement staff may not place children in a foster home with more than six (6) children without prior approval of the Director of Placement and Permanency Planning. The Director of Placement and Permanency Planning may require a placement staffing and review of the multiple child/large family assessment prior to a decision regarding such placement.

SCCS will attempt to do pre-placement visits whenever possible. A foster caregiver shall not accept a child into care directly from a parent, another agency, or other placement source without the participation and agreement of SCCS.

SCCS will provide the caregiver five (5) day notice prior to moving the child from the home unless the child is removed due to court order, emergency placement needs, and or abuse/neglect or policy/rule violation of the caregiver.

SCCS Caregivers must provide a fourteen (14) day notice in writing to the child's social worker and the placement unit when requesting the removal of a child from the home. If

appropriate notice is not provided, SCCS reserves the right to place no additional children in the home of the caregiver.

Despite the reasons behind the termination, SCCS requires that caregivers assist the child in the placement move by:

- Making the child available to SCCS for placement change.
- Treating the child with dignity and respect regardless of the circumstances of the placement termination.
- Providing the child with any personal belongings such as clothes, toys, medication, money etc.
- Assuring that the child's personal belongings are packed in appropriate receptacle for the move.
- Returning the child's life book, placement journal, and any photographs.