

## BUTLER COUNTY CHILDREN SERVICES

PROGRAM POLICY NO.: 4.2	SUBJECT: <b>CHILD PLACEMENT</b>
OAC: 5101:2-42-05	EFFECTIVE DATE: 12/16/03
	REVISION DATE: 5/30/06, 9/26/06, 9/07, 8/09
	REVIEW DATE: 3/23/04, 3/22/05, 5/30/06, 9/26/06, 9/07, 8/09

### PURPOSE:

To ensure that when children must be removed from the home that the selection of the placement for the child will promote safety, stability, and permanency.

### POLICY:

1. The worker will adhere to OAC 5101: 2-42-05 Selection of a Placement Setting regarding placement options with relative/non-relatives prior to requesting a placement meeting. Compliance with this rule should be documented in the case record.
2. All placement decisions will be made by the placement specialists in the foster care unit in conjunction with the child's worker. BCCS will only place a child in substitute care settings that are licensed, certified or approved homes or in homes of relatives or non-relatives approved in accordance with rule 5101:2-42-18.
3. All placements activities will be in compliance with the Multi-ethnic placement act (MEPA)
4. Native American children will be placed according to the placement preferences specified in the Indian Child Welfare Act. (See Indian Child Welfare Act, policy 1.17)

### PROCEDURE:

1. Once the decision is made to remove the child and the child must be placed into foster care, or if the child is already in foster care and a subsequent placement is needed, the child's worker should complete the placement request which is also the Individual Child Care Agreement (ICCA) and give to the foster care and kinship support supervisor. The child's worker should attempt to obtain as much medical, daily routine, and other important information about the child as possible (e.g.: eating, sleeping, medications, favorite toy, etc.) to share with the substitute caregiver.

2. The placement specialists will use the ICCA and any additional information that the child's worker provides to complete the Level of Care Tool to ensure the best possible match for the child and substitute caregiver.
3. All staff will adhere to OAC 5101:2-42-05 Selection of a Placement Setting regarding least restrictive. The ICCA will be completed and placed in the child's file.
4. The foster care specialist will provide the information to the substitute caregiver or the network making placement and will document the date the information was provided on the ICCA.
5. If the foster placement identified is a Network foster home, the placement worker will search the CJIS database for a criminal background check until such time as all Network foster families are entered into the CJIS database. If the search finds a criminal record, the placement specialist will notify their administrator to determine if placement will occur.
6. The child's worker will contact the foster family to ensure they have the ICCA information and to confirm the placement. The child's worker will also document the call in the SACWIS activity log.
7. At any time during the placement process, the worker and supervisor may decline the placement.
8. The child's worker will make arrangements to move the child to the substitute caregiver's home by contacting the parties involved.
9. Whenever possible, a "pre-placement" should occur. (A pre-placement is a visit with the substitute caregiver prior to the actual placement. This visit is meant to allow the child to become familiar with the caregiver to minimize the traumatic effects the placement may have on the child).
10. Unless pre-approved by an administrator, children who are in the custody of BCCS must be accompanied by a BCCS caseworker in the following instances: pre-placement visits, placement outside the family home, and whenever a child changes placement. If the move is for respite purposes, the child may be accompanied by a case-aide, a foster parent, other agency employee, or person approved by the BCCS caseworker.
11. The worker should review the information contained in the ICCA with the foster parent and have the foster parent sign the agreement. If a network is involved, the representative of the network must also sign the ICCA. The worker shall provide a copy of the ICCA to the foster caregiver, the network, if applicable, and the foster care specialist. One copy shall be placed in the child's file. The worker shall also provide the foster parent with the placement packet.
12. The ICCA should be reviewed and updated or a new agreement executed each time a child is placed in a substitute care setting or within 30 days of the date any of the information or services contained in the ICCA change. The worker shall document on the case plan that any updates have been provided to the substitute caregiver and shall maintain copies of all documentation in the child's record and the substitute caregiver's record.
13. The worker should stay with the child and family to help establish a comfort level for the child before leaving.

14. A color photo of the child must be taken and placed in the child's record within 7 days of placement. The child's name, case number, and date the photo was taken must be documented on the photo.
15. An updated color photo of the child must be placed in the record annually thereafter, as long as the child remains in custody.
16. After hours staff are not required to call and confirm ICCA information or document in the activity log. After hours staff will notify the assigned worker of the placement. The assigned worker will follow up with the foster family and the requirements of the ICCA.
17. Specific information must be provided to the school when a child is placed outside of the county and to the foster parent when the child is adjudicated delinquent for certain offenses. See policy 4.3 and 4.4 for these requirements. The worker must document on the ICCA and in the child's record that the information was provided.

9-25-09  
Approval Date:



Jeff Centers, Executive Director