

Big Bend Community Based Care Policy and Procedure

Series: 200: Placement Services

Policy Name: Placement Stabilization and Disruptions

Policy Number: 210

Origination Date: 03/09/2009

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Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure that every child served in licensed out-of-home care has a stable placement. In the event that a disruption occurs BBCBC first ensures that the change in placement is necessary, in the best interest of the child and that all options for maintaining the placement are explored prior to the change.

Procedure

A. Placement Stabilization.

1. Licensed Family Foster Homes and Group Homes are expected to maintain continued communication with the DCM for any child placed in their home and with their licensing representative.
2. Licensed Family Foster Homes and Group Homes are expected to engage in ongoing communication and will report any concerns regarding a child in their care to the child's DCM when determined that they may result in a disruption of the child's placement.
3. The DCM is also expected to keep the caregivers well informed of events and/or issues relevant to the child and his or her family.
4. When placement concerns are brought to the attention of the DCM, they will request a staffing to occur within five (5) business days to determine the services needed to maintain the placement.
 - a. The purpose of this staffing is to develop an action plan to stabilize the placement and prevent disruption.
 - b. The staffing will include the primary DCM, the foster parent/caregivers, a licensing representative, and a placement representative.
 - c. A copy of the completed action plan will be signed by all attendees, with copies provided to each of them.
 - d. The plan will be implemented immediately following the staffing.
5. A request for a placement change will be granted only after the placement stabilization staffing has occurred. An immediate request for placement change will be granted only when it is determined that it is in the child's best interest.

B. Placement Disruptions.

1. In the event a request is made to move a child from either a licensed family foster home or a group facility, the following steps must be followed to ensure that the move is necessary and/or is in the best interest of the child:

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- a.** Licensed Family Foster Homes are required to sign a Bilateral Service Agreement (BSA) at their initial licensure and as part of their annual relicensing.
 - i.** The BSA requires Licensed Family Foster Homes to provide a minimum of two (2) weeks' notice for a foster child to be moved from their home.
 - ii.** Thirty (30) days' notice is encouraged to allow sufficient time to identify the most appropriate placement for the child.
- b.** If it is determined that the child will be moved to another placement, despite a placement stabilization staffing and implementation of the resulting action plan, the DCM will work with the Placement Unit to coordinate the child's transition.
 - i.** Once an appropriate placement for the child has been identified, the DCM will make necessary referrals for services to ensure that the child's identified needs will be met in the new placement.
 - ii.** The Licensed Family Foster Home and the child will be informed of the change in placement and the change date to ensure a smooth transition.
- c.** Within five (5) days of the placement change, the DCM will complete an exit interview and submit to BBCBC.