



NH Department of Health & Human Services
Division for Children, Youth & Families

DCYF Standard Operating Procedure

1615.7 POST-PLACEMENT

Policy Directive: **21-34**

Effective Date: **October 2021**

Implements Policy: **1615**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines practices immediately following placement.

Procedure

The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.

- I. A post-placement consultation occurs within 24 hours of placement to support the CPSW/JPPO. This includes the CPSW/JPPO and their Supervisor, but may also include members of the Permanency Planning Team (PPT) or other DCYF staff as appropriate.
- II. The next business day after placement, the CPSW/JPPO (or designee):
 - A. Follows up with the parents/guardians to provide support and arrange to obtain any outstanding paperwork or collect other required information (as necessary);
 1. Parents/guardians are asked what race/ethnicity the family connects with, if not already known (the child should also be asked this question); and
 2. Race and ethnicity are documented in the DCYF electronic information system within 3 business days;
 - B. Contacts the placement provider to check on the child and arranges to see the child at the placement;
 1. Offers support and information to child-specific placements and foster parents (as applicable);
 - C. Arranges for the child to have a visit with their parents (as appropriate);
 - D. Ensures the child's picture is entered into the DCYF electronic information system; and
 - E. Notifies the school and enters child's last grade completed into the DCYF electronic information system.
- III. Contact between siblings who have been separated by the placement should be arranged as soon as possible, in accordance with policy 1503 Maintaining Connections.

- IV. Relative notification is made within 30 days.
- V. CPSWs/JPOs complete all necessary paperwork to ensure the child’s educational needs are met in accordance with policy 1666 Educational Planning for Children/Youth in Placement.
- VI. The child’s medical needs are addressed in accordance with policy 1651 Healthcare Planning for Children and Youth in Placement.

Glossary and Document Specific Definitions

A - B C - D E - F G - I J - L M - N O - Q R - S T - V W - Z

Document Change Log

PD	Modification Made	Approved	Date
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