

**TUSCARAWAS COUNTY JOB & FAMILY SERVICES  
CHILDREN SERVICES PROCEDURE**

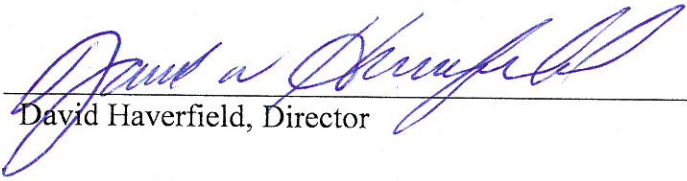
**CHANGES IN SUBSTITUTE CARE PLACEMENTS**

**PROCEDURE**

At times, requests are made for a change in placement of a child (either by the Protective Services worker/case manager or the foster family/facility where the child is placed). While the goal of the agency is to maintain a child in a single placement or reduce to a minimum the number of separations and losses that a child may experience during the time the child is in care, there are times when that goal is not possible. The child may need to be moved to a more restrictive/less restrictive setting, or a specific foster family may be unable or unwilling to provide care for the child as originally anticipated. Staff carefully consider the impact of the move on the child and identify strengths and the history of the child to ensure the best possible subsequent placement for the child. It is the responsibility of the Placement Services Unit to locate an appropriate substitute care placement for the child.

1. When a request is made to move a child, the reason for the change in placement is discussed by the involved parties to determine whether the change can be avoided and seek ways to prevent the move. Preventive measures should be discussed and documented.
2. Attempts to prevent a change in placement are documented in the child's case record.
3. After all reasonable efforts have been instituted to prevent the change in placement and it is still necessary, the caseworker requests a substitute care placement change by completing the Placement Referral Form SS61rb and submitting the SS61rb to the foster care specialist or Placement Services supervisor.
4. The least restrictive placement will be selected for the child. Residential placements will be used as a last resort.
5. If the foster care specialist is unable to locate an appropriate TCJFS family foster home, the foster care specialist seeks placement in a network treatment foster home or network medically-fragile foster home.
6. The foster care specialist requests from the network a copy of the home study of each foster home being considered. The foster care specialist and Placement Services supervisor with consultation as appropriate with the assigned caseworker and/or supervisor determine which foster home to use and negotiate the per diem for the child with the network. The foster care specialist then provides the caseworker with the name, address, and phone number of the selected foster home.
7. When possible, the caseworker develops a pre-placement visitation schedule with the prospective foster family to minimize the trauma and ease the transition for the child. the schedule should include day visits, mutual activities, and at least one over-night visit to the new placement setting.

8. If a "welcome book" for the new foster family is available, the caseworker, when possible, uses it to introduce the new foster family to the child before starting pre-placement visits.
9. The caseworker sets a date for the move and then completes the placement process: arranges transportation of the child to the new location, notifies the parties per ODJFS rules, completes and distributes placement forms for caregivers and agency (Red Book), and makes case plan amendments.
10. The caseworker notifies the foster care specialist via e-mail of the date of the move within twenty-four (24) hours.
11. The caseworker assures that the child's personal belongings, keepsakes, Red Book, and Life Book go with the child to the new placement.
12. The caseworker assures that any medication being taken by the child and/or prescriptions are provided to the new placement at the time the same occurs unless circumstances regarding the placement change dictate that the same cannot occur. If medication and/or prescriptions are not provided to the new placement at the time the child is placed, the caseworker is responsible to assure that the same happens by the next business day.

  
\_\_\_\_\_  
David Haverfield, Director

December 18, 2017  
\_\_\_\_\_  
Date