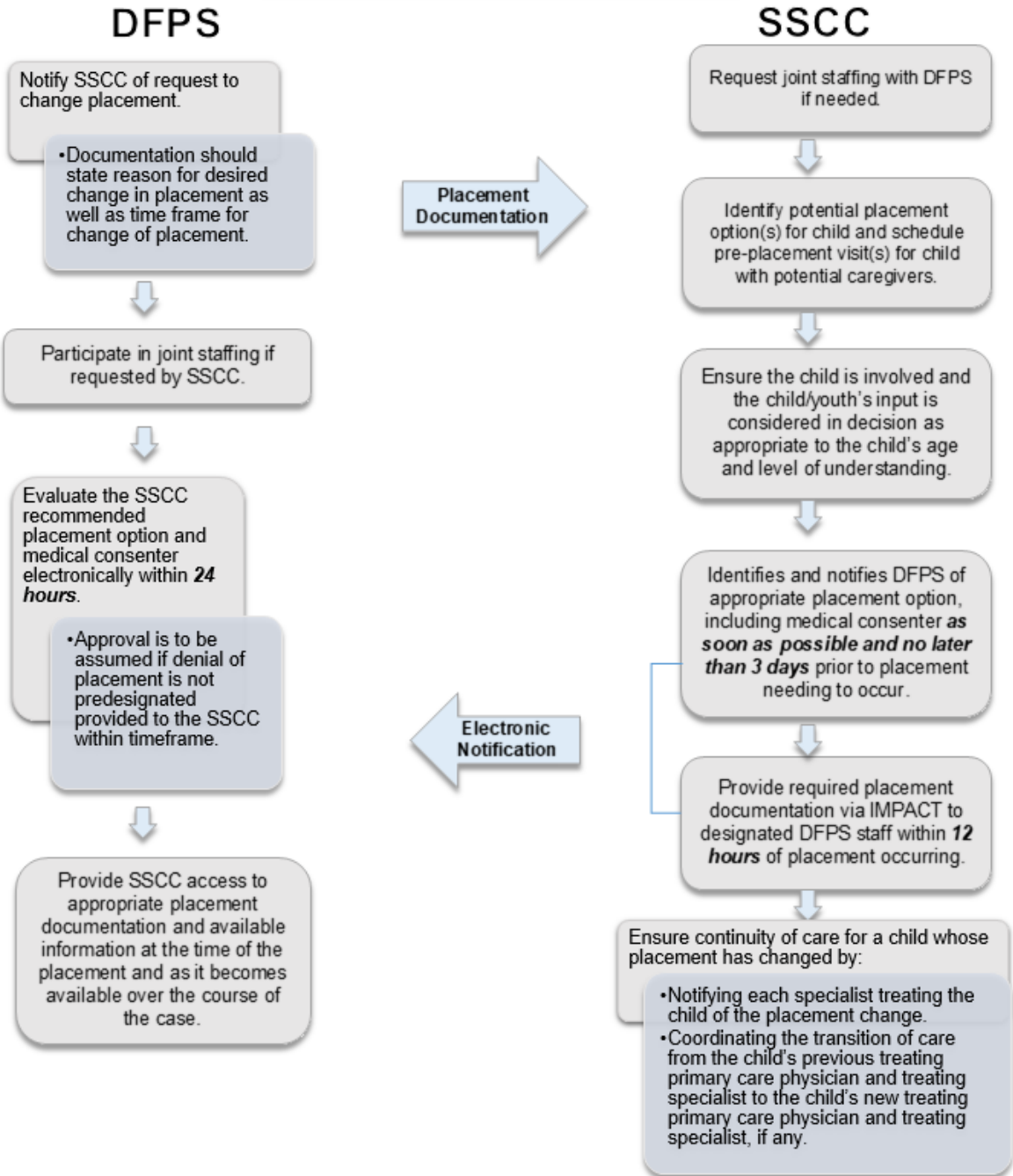


DFPS Non-Emergency Placement

Change of Placement Request



DFPS Non-Emergency Placement

Change of Placement Request

DFPS

1. Notify the SSCC of request to change placement.
 - a. Documentation should state reason for desired change in placement as well as timeframe for change of placement.
2. Participate in joint staffing if requested by SSCC.
3. Evaluate the SSCC recommended placement option and medical consent electronically within **24 hours**.
 - a. Approval is to be assumed if denial of placement is not predesignated provided to the SSCC within timeframe.
4. Provide SSCC access to appropriate placement documentation and available information at the time of the placement and as it becomes available over the course of the case.

SSCC

1. Request joint staffing with DFPS, if needed.
2. Identify potential placement option(s) for child and schedule pre-placement visit(s) for child with potential caregivers.
3. Ensure the child is involved and the child/youth's input is considered in decision as appropriate to the child's age and level of understanding.
4. Identifies and notifies DFPS (electronically) of appropriate placement option, including medical consent **as soon as possible and no later than 3 days** prior to placement needing to occur.
5. Provide required placement documentation via IMPACT to designated DFPS staff within **12 hours** of placement occurring.
6. Ensure continuity of care for a child whose placement has changed by:
 - a. Notifying each specialist treating the child of the placement change.
 - b. Coordinating the transition of care from the child's previous treating primary care physician and treating specialist to the child's new treating primary care physician and treating specialist, if any.