

# DFPS Non-Emergency Placement

## New Referral to SSCC

### DFPS

Notify SSCC of the need for placement and schedule placement staffing with the SSCC.

Provide SSCC access to placement and other relevant case information with referral and as it becomes available over the course of the case, including but not limited to, information and documentation required by DFPS Residential Child Care Licensing Minimum Standards for Non-Emergency Placements.

Evaluate the SSCC recommended placement option and medical consentor within **24 hours** of receipt of notification from the SSCC.

- Approval is to be assumed if denial of placement is not provided to the SSCC within the designated timeframe.

Notify CASA and attorney ad-litem that change in placement has occurred.

Place a child within required timeframes.

Electronic Notification

### SSCC

Identify potential placement option(s) for child and schedule pre-placement visit(s) for child with potential caregivers.

Ensure the child is involved and the child/youth's input is considered in decision as appropriate to the level of understanding.

Contact provider from which the child will be moved to gather relevant information.

Identifies and notifies DFPS of appropriate placement option, including potential medical consentor as soon as possible and no later **than 3 days prior** to placement needing occur.

Provide required placement documentation via IMPACT to designated DFPS staff within **12 hours** of placement.

Notifications to DFPS

**DFPS Non-Emergency**  
**Placement New Referral**  
**to SSCC**

**DFPS**

1. Notify the SSCC of the need for placement and schedule placement staffing with the SSCC (electronic notification).
2. Provide SSCC access to placement and other relevant case information with referral and as it becomes available over the course of the case, including but not limited to information and documentation required by DFPS Residential Child Care Licensing Minimum Standards for Non-Emergency Placements.
3. Evaluate the SSCC recommended placement option and medical consentor within **24 hours** of the receipt of notification from the SSCC.
  - a. Approval is to be assumed if denial of placement is not provided to the SSCC within designated timeframe.
4. Notify CASA and attorney ad-litem that change in placement has occurred.
5. Place a child within required timeframes.

**SSCC**

1. Identify potential placement option(s) for child and schedule pre-placement visit(s) for child with potential caregivers.
2. Ensure the child is involved and the child/youth's input is considered in decision as appropriate to the level of understanding.
3. Contact provider from which the child will be moved to gather relevant information.
4. Identifies and notifies DFPS of appropriate placement option, including potential medical consentor 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.