DEPARTMENTAL POLICIES

POLICY # 202

SUBJECT: Placement Resource Team

EFFECTIVE DATE: September 1, 2011
Revised February 1, 2013

AUTHORIZED SIGNATURE: [Signature]

Placement Resource Team

I. Purpose

The Children’s Department recognizes that finding placement resources for children who are abused/neglected, dependent, delinquent and/or in need of mental health or substance abuse services may be challenging. The operating divisions will work together to place a child in the most appropriate setting. The purpose of the Placement Resource Team (PRT) is to bring representatives from each division together to review planning efforts and assist in identifying the most appropriate placement. This policy establishes the referral requirements and the Placement Resource Team (PRT) review process.

II. Policy

Service decisions are to be made in a timely manner, utilizing least restrictive effective services at the lowest level consistent with division policy and procedures. If county or regional planning regarding residential/out-of-home services are unsuccessful and reasonable efforts to identify resources within the Department’s continuum of services have been documented or there is a dispute about the appropriate level of service, a referral may be made to the PRT. The PRT will help to identify appropriate resources on a single case basis if necessary and determine funding for these services. Case management responsibilities remain with the assigned case managers during the PRT process.

III. Definitions

A. Difficult to Place – Children for whom county or regional planning efforts have been unsuccessful.

B. Placement Resource Team (PRT) – The PRT is a multi-disciplinary working group composed of a representative from each division designated by the Division Director and empowered to commit the Division’s funds. In addition to the designated division representatives, the Office of Contracts, Interstate and Quality Assurance (CIQ) Manager and Grants & Contracts Unit Supervisor will serve on the PRT. The CIQ Manager will facilitate the meetings and record PRT decisions and outcomes. The PRT will meet monthly.
IV. Procedures

A child active with more than one service division of the Department of Services for Children, Youth and Their Families (DSCYF) should have in place a comprehensive, coordinated Service Plan. Service planning determines the most appropriate services for a child. After the planning process is complete, it may be determined that the child presents with problems that cannot be addressed with traditional DSCYF contracted services or other barriers in determining or accessing appropriate resources are encountered (i.e. service gap identified, resource use at capacity, medical necessity criteria not met, etc.). When reasonable efforts, as determined by the case manager’s supervisor and County/Regional Manager (DFS Assistant or Regional Administrator, DPBHS Team Leader or DYRS Regional Manager) have been made to identify placement resources without success, the case may be referred to the PRT for review.

A. PRT Referral:

1. The identified DSCYF case manager should complete the Placement Resource Team Referral Form (Attachment 1). This form provides updated information regarding the child’s case including their needs, strengths, successes and service history. The referral must include documentation of the team’s efforts to identify an appropriate placement resource. All appropriate placement resources available in the DSCYF continuum of services should be considered and ruled out prior to completing a PRT referral.

   The form should be completed in its entirety and should include comment from all active divisions. Respective supervisors of involved divisions should sign the referral form signifying their review and approval (e-mail endorsement can be substituted for signature). The approved referral form is then forwarded to the referring division’s County/Regional Manager (DFS Assistant or Regional Administrator, DPBHS Team Leader or DYRS Regional Manager) for review and approval.

2. The referring division’s County/Regional Manager (DFS Assistant or Regional Administrator, DPBHS Team Leader or DYRS Regional Manager) is to review the referral form to ensure reasonable efforts to identify placement resources and efforts to discuss and plan with other active divisions have been made. Approved PRT referral forms are to be sent from the County/Regional Manager (DFS Assistant or Regional Administrator, DPBHS Team Leader or DYRS Regional Manager) to the referring division’s PRT representative.
3. Upon the PRT representative’s review and agreement that all reasonable efforts have been made, the referral form will be sent to the CIQ Manager for scheduling. The PRT referral form will be returned to the referring County/Regional Manager if reasonable efforts to identify resources have not been documented.

B. PRT Review:

1. PRT reviews will be scheduled at the earliest time available on the PRT monthly meeting schedule. Interim meetings for cases deemed “urgent” may be requested by a PRT representative at any time. Requests for an interim PRT meeting should be forwarded by the Division PRT representative to the CIQ Manager for scheduling. Upon notification of the meeting date, the division’s PRT representative will request that the referring case manager or supervisor be available by telephone to provide additional information to the PRT if needed.

2. During the scheduled meeting, the referring PRT representative will provide a brief overview of the child’s history and presenting issues. Following this overview, other members will have an opportunity to provide additional information or dissenting opinions. The referring division case manager or supervisor may be contacted if additional information is needed. The PRT will review the information presented and make a decision on the appropriate service and funding for the child or make a request that based on the specified needs of the youth, that the Contracts Unit conduct a search for a provider to meet the specified needs of the referred youth.

3. Until a child is placed into a setting deemed appropriate by the PRT committee, PRT representatives will continue their efforts to locate appropriate resources and bring documentation of steps taken on the case to each meeting.

4. The referring division’s PRT representative will contact the referring case manager and inform him/her of the PRT placement decision.

5. PRT Placement decisions will be final.

V. Case Dispute

The identification of services and attempts to resolve case issues should occur at the case management and supervisory levels before moving the resolution to the PRT Team. If consensus is not achieved at the supervisory level, supervisors should invite Regional Administrators, DPBHS Team Leaders or DYRS Regional Managers to assist in the resolution of issues. Should further assistance be needed to resolve issues, the case may be referred to the PRT. Decisions made at this level will be binding and communicated to the Divisions.
Resources will be allocated in accordance with the following agreement:

All children active with the Department of Services for Children, Youth and Their Families (DSCYF) are viewed as Department clients and will have access, to the greatest extent possible, to all community-based and residential services under contract with Divisions. Availability must conform to the provisions of the mixing law and the established eligibility criteria of the service and the respective Division. The cost of services shall be shared by divisions active with a child on an equal basis when:

- A placement resource recommended for a child is not available, or
- A resource needed for a child is not available and an individualized contract needs to be developed, or
- Two or more Divisions reach agreement on special funding.

VI. Monitoring Departmental Compliance with this Policy

PRT reviews, findings and recommendations will be tracked and maintained by CIQ. Annual reports summarizing reviews, outcomes, gaps, and recommendations will be submitted to Department leadership annually.