
PD 02-14

September 2002

SUBJECT: Review of Unplanned Transfers

PURPOSE: When a child cannot remain in his or her current foster home, the child is moved to another foster home or residential care facility. The reasons for this change in placement need to be reviewed and discussed with the foster parents, the Foster Care Worker, CPSW, JPPO, and Supervisor to identify strategies for avoiding unplanned changes in future placements.

DEFINITIONS:

- (a) "Review of Unplanned Transfers" means an examination of the circumstances that led to the transfer of a child from his or her foster home to another foster home or residential care facility.

POLICY:

- (a) When a child or youth in foster care has an unplanned transfer from a foster home, the foster parents must be interviewed to determine the reasons for the removal and the need for support or other services.
- (b) The CPSW or JPPO must share information with the Foster Care Worker concerning contacts and visits with the child or youth held prior to the removal or following the removal, relative to the transfer.
- (c) A child's removal from a foster home due to a current investigation by the Special Investigation Unit must not be subject to the placement review.
- (d) The Foster Care Worker must conduct an interview in the home of the foster parents within one week of the child's unplanned transfer.
- (e) Information obtained during the home visit and interview with the foster parents must include:
- (1) The details of the circumstances that led to the child's removal;
 - (2) The foster parents' relationship with staff in the District Office;
 - (3) How the foster parents' relationship with the child in care and the child's family will be ended or transitioned;
 - (4) The effect of the child's removal on the foster family and other people in the household;
 - (5) The support and other services that were offered to the foster family; and
 - (6) An offer to discuss the child's removal in a conference with District Office staff and Supervisor.

PD 02-14

September 2002

- (f) The Foster Care Worker submits the report of the interviews with the foster parents and the CPSW or JPPO to the Supervisor for review.
- (g) The Supervisor makes recommendations to the Foster Care Worker, CPSW, or JPPO regarding the child's placement and any steps that need to be taken before another child is placed with the foster parents, including services or training for foster parents and changes in DO practice.
- (h) The report must be sent to the foster parents so they may have an opportunity to comment.
- (i) Copies of the report and any additional comments from the Supervisor and the foster parent are filed in the foster home record and forwarded to the Foster Care Specialist at State Office.

PROCEDURES:

- (a) Within 24 hours or the next workday of the unplanned transfer of a child, the CPSW or JPPO must:
 - (1) Notify the Foster Care Worker of a child's transfer from a foster home and identify the foster parents and the child in care;
 - (2) Notify the Fiscal Specialist and the Nurse of the child's address change; and
 - (3) If the child is coded for special education, send notification (Form 2243) to the sending and receiving school districts that the child's placement has changed;
 - (4) Provide any information about the child's removal from the foster home.
- (b) The Foster Care Worker must:
 - (1) Review the information from the CPSW or JPPO, the case record, and NH Bridges about the foster parents and child in care;
 - (2) Assist with the placement of the child to another home or facility, if requested;
 - (3) Schedule and conduct an interview in the foster home within one week of notification of the child's removal; and
 - (4) Prepare a report of the child's removal and submit it to the District Office Supervisor for review.
- (c) The CP or JS Supervisor must:
 - (1) Review the report of the child's unplanned transfer from the foster home;
 - (2) Develop and implement a plan of action in response to the findings of the report; and

- (3) Submit the report to the Foster Care Specialist at State Office within 30 days of the child's removal.

EFFECTIVE DATE: September 25, 2002

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