

Out of Home Placement Check-List



To Do

- Hold Plan of Care Team Meeting to discuss placement
 - ✓ Prioritize community planning, and placements; Complete an assessment of potential informal/natural placement options using current Team members, historical information in Synthesis and Family Trees
 - ✓ Discuss real safety risks
 - ✓ Get releases signed by youth and parent/guardian for any placements being considered, or additional services that will be needed to support the placement
- Upload releases to Synthesis
- Complete Out of Home referral and submit for Supervisory approval
 - ✓ This is your chance to advocate – use the mental health and trauma lenses to explain the “why” behind complicated decision-making/behaviors
 - ✓ Outline the extent to which the team members are going to help make the placement a success, and what resources are available to the provider and youth
- Update the Plan of Care to reflect the discussion that occurred during the Team Meeting and submit for Supervisory approval
 - ✓ Make sure the POC is written for prior authorization for the highest level of care that was discussed with the Child and Family Team
 - ✓ Include strategies about what the placement will offer, and what team members will actively be doing to support the youth’s success there
 - ✓ Benchmarks should reflect anticipated progress needed for a return home
- Once the Out of Home referral is approved by Wraparound Administration, call all applicable agencies regarding bed availability
 - ✓ Use Out of Home Care Excel spreadsheet to track all information
- Send out the OOH referral to all applicable agencies with the FULL Plan of Care - DO NOT SEND EITHER OUT WITHOUT APPROVAL
 - ✓ Care Coordinator should call the agency immediately after faxing/emailing the referral to ensure they received it. This is also a great time to build relationships that could help you in the future. Ask about timelines for reviewing the referral and interviewing – note this information in your tracking form.
- Continue to follow-up regularly. Depending on timeline, you may need to call more frequently.

- Simultaneously, arrange interviews with placement providers you have heard back from.
 - ✓ Be sure to have someone from the team present at ALL interviews. Prep the youth ahead of time, so they know what to expect.
 - ✓ Include the parent/guardian as much as possible. They need to know who is meeting with their child.
 - ✓ Think about the setting. If possible, pick somewhere the youth will feel comfortable, or have the interview take place at the potential placement.
- Once the team has narrowed it down to a few options, support the family in touring any placements that are being considered.
- Work with the selected placement option, and have additional placement specific consents signed. Placement providers may need additional information, so please actively communicate with them to solidify the transition plan.
- Complete a Change of Placement, that is in line with the submitted legal Change of Placement, to inform all legal parties of the team's plan for placement. This should be completed 14 days in advance for planful moves, and immediately for emergency placements.
- Conduct curtesy calls to all other agencies to alert them that a placement is no longer needed for the youth.
- Care Coordinator directly transports the youth in their transition to the new placement. This includes ensuring that any clothing, medication, copy of the Plan of Care, and Crisis Plan all make it to the new placement. Alleviate any concerns the young person may be feeling, and help remind them of any specific coping strategies that they have been working on with the team. Build them up! Remind them of their strengths.
- Schedule a Team Meeting within two weeks to allow team members to review their responsibilities, and discuss additional or different supports that may be needed to support the young person's success.