HOW TO CREATE A PLACEMENT REQUEST IN STAAND

CREATION DATE: October 7, 2025

This tip sheet will assist Social Workers, Supervisors and Managers on how to request a placement in STAAND.

Pointers to Remember:

- A Placement Request can be completed within an Out of Home or In Home case, or on an Investigation. DO NOT initiate a placement request from the person record because it will not be linked to your case or investigation.

- Once a placement request has been saved, you can select "Copy Placement Request" from the top ribbon to generate a duplicate of the request for a sibling, or to create a new request for the same child.

Section 1: Requesting a Placement

Steps:

Step 1: On the case, click on the **Placement** tab.

Step 2: Click on **+New Placement Request**.

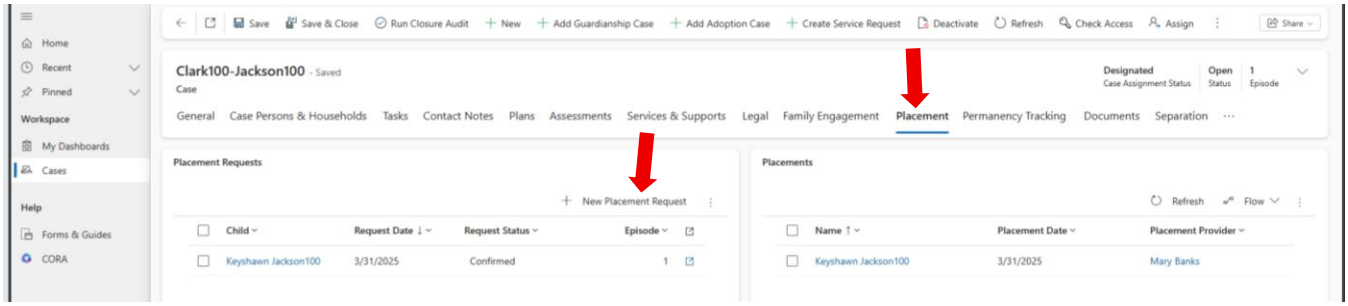

Figure 1

Step 3: Enter the **Child**, **Placement Reason**, **Request Type**, **Date Placement Needed**, and **Request Notes**.

Practice Tips:

In STAAND, there are three reasons for a placement request: 1) a child is entering or re-entering foster care; 2) there is a need for a placement change for a child already in foster care; or 3) there is a need for a respite placement for a child in foster care. These reasons are detailed below:

1. **Initial/Re-entry Requests.**

Once you have selected "Initial/Re-Entry," as the reason for your placement request, select the Request Type that best describes the situation:

- **Emergency Separations.** When a Social Worker is in the community and has received verbal approval from a supervisor to separate a child, they can initiate the Placement Request on their mobile device, or the Supervisor can do it from their desktop. As much information as possible should be provided to help with placement matching. When necessary, the Social Worker can return to the submitted Placement Request form later to add detail.

- **Community Papering Separations**. When a Community Papering Consultation results in a recommendation for shelter care, the Social Worker completes the Placement Request form. For the "Date Placement Needed," Social Workers should enter the Initial Hearing date, which will be provided to them by the AAG.

- **Anticipated Separations.** If a separation is likely to happen in the near future (e.g., a child is being discharged from the hospital, or a revocation of protective supervision is expected), the Social Worker completes a Placement Request form. For the "Date Placement Needed," Social Workers should enter the anticipated separation date.

2. Placement Change Requests.

Placement change requests can be made under a number of clinical circumstances, such as: when a kin resource has been found; a child and Resource Parent are no longer a good fit; or the child's time in a Congregate facility is coming to an end.

When making a placement change request, the Social Worker selects a reason for the change. Options for selection include that the youth is, or will be, in residential treatment, boarding school, college, a hospital or jail. ***NOTE:*** Youth who are absent (formerly known as "abscondence") will require a placement change request once they are located and need a placement.

3. Respite Requests.

Respite requests are made to give Resource Parents some brief time away from the responsibilities of caring for a child in foster care. To qualify as a respite request, the child is expected to return to the original provider. If not, it is a placement change request

Step 4: Click **Save**.

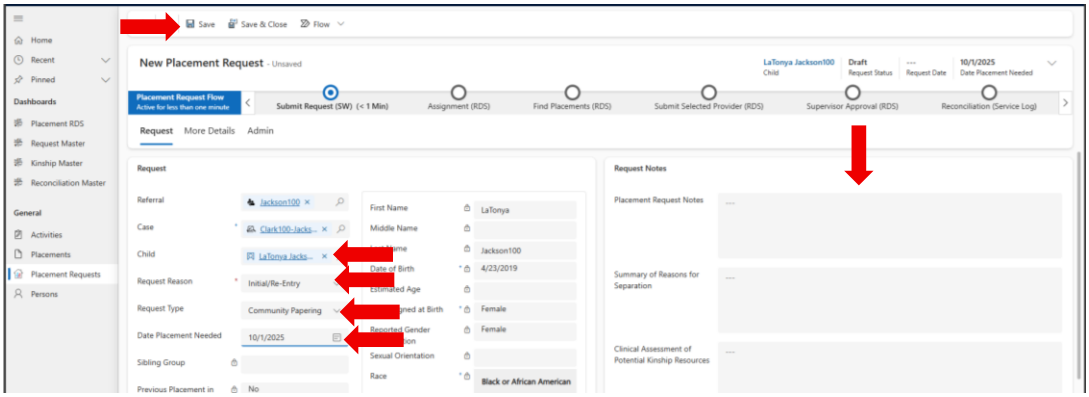

Figure 2

Step 5: Scroll down to the **Placement Questionnaires** section, then Click **+ New Assessment**.

Step 6: Select **Sub Type**.

Step 7: Click **Save**.

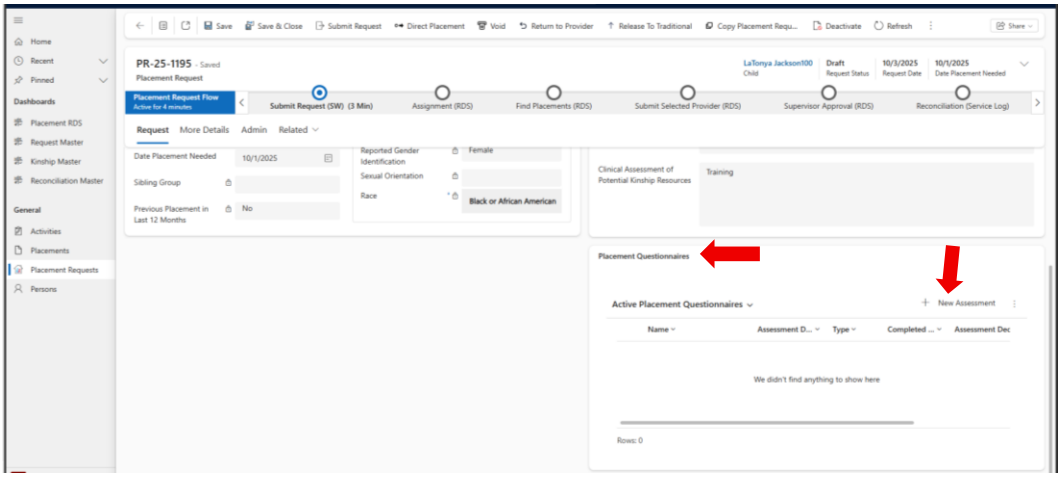

Figure 3

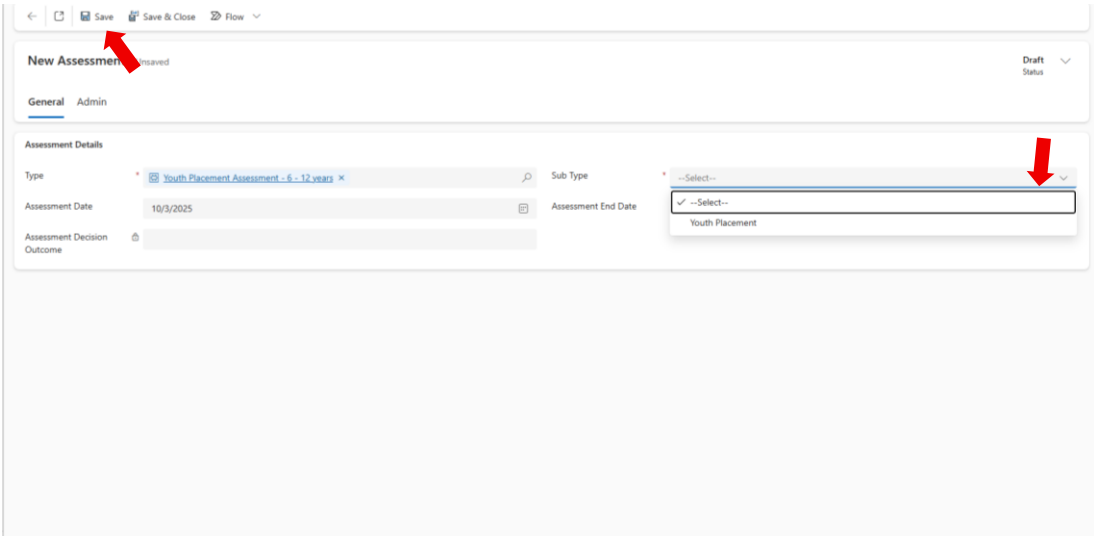

Figure 4

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Note:

- The Assessment Participants' name should populate in the Assessment Participants section once saved. If the name does not populate, click refresh at the top of the screen.
- An Assessment only needs to be added to a placement request record if (1) One does not already exist; (2) The Youth's age has changed; or (3) a major clinical change has occurred.

Step 8: Click **Launch Assessment from the top ribbon.**

Step 9: Click **Sign in with your DC gov account**.

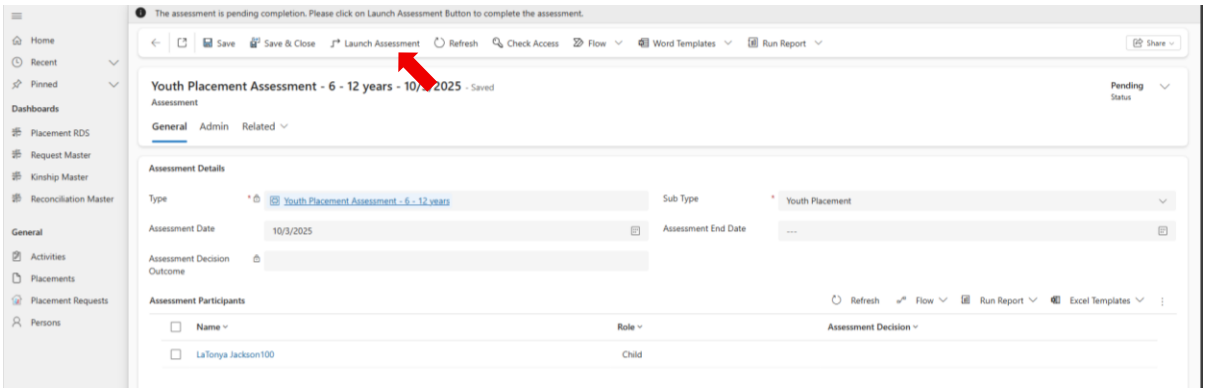

Figure 5

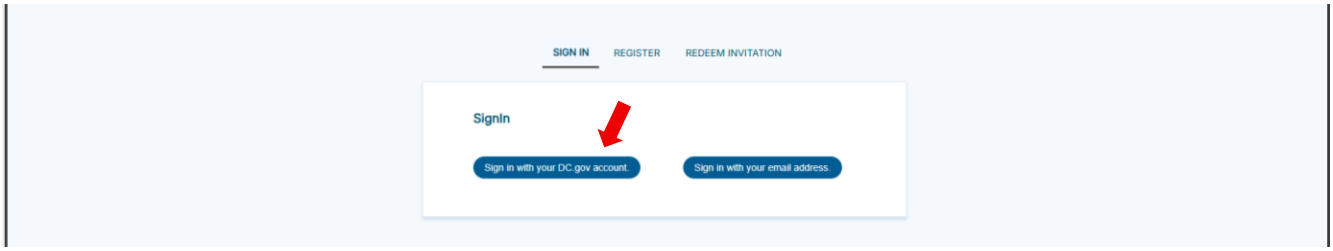

Figure 6

Step 10: Complete the **General Information**, **Social and Behavioral Support**, and **Daily Living and Transportation** sections.

Note:

- Click Next after completing each section.

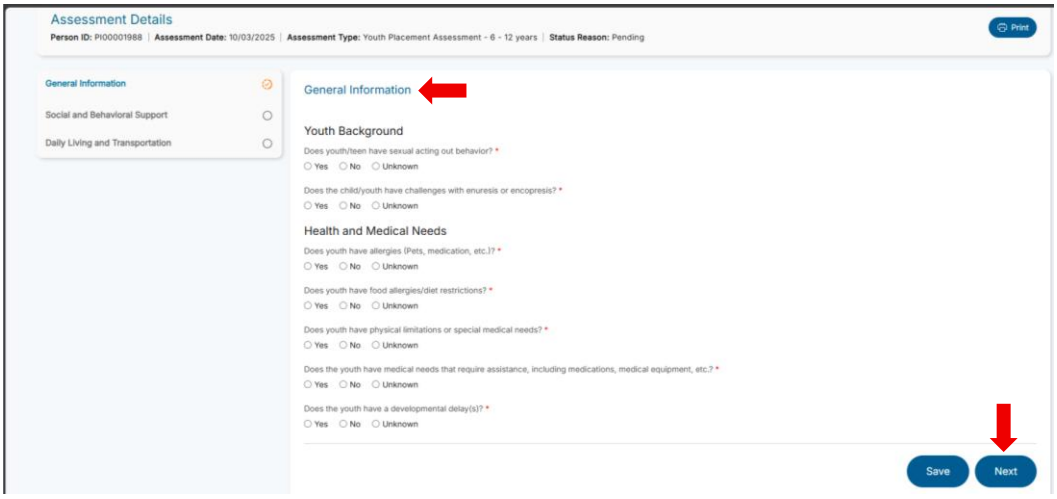

Figure 7

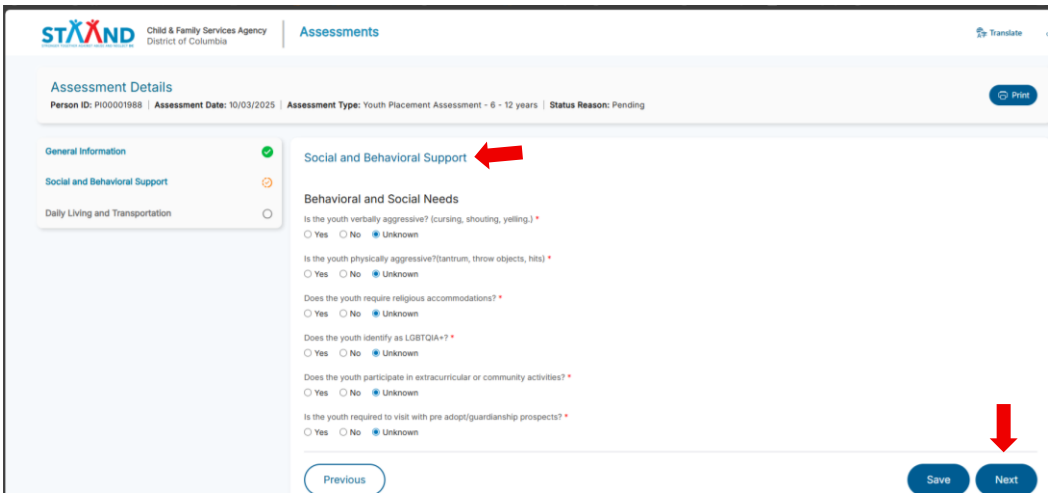

Figure 8

Step 11: Click **Submit**.

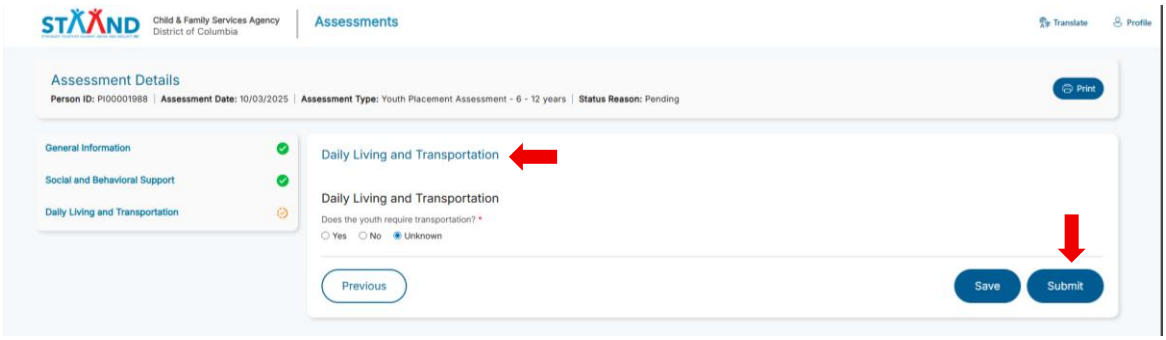

Figure 9

Step 12: Click **Close**.

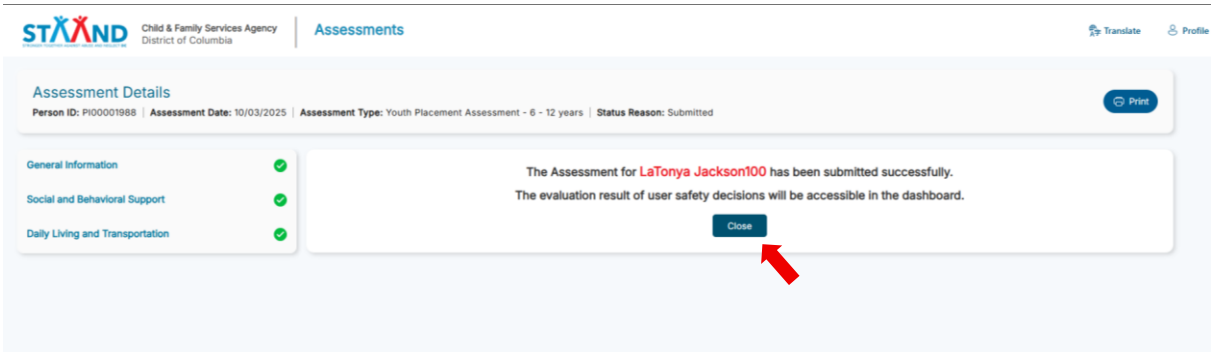

Figure 10

Note:

- The Assessment can be printed once completed (See *Figure 11)*

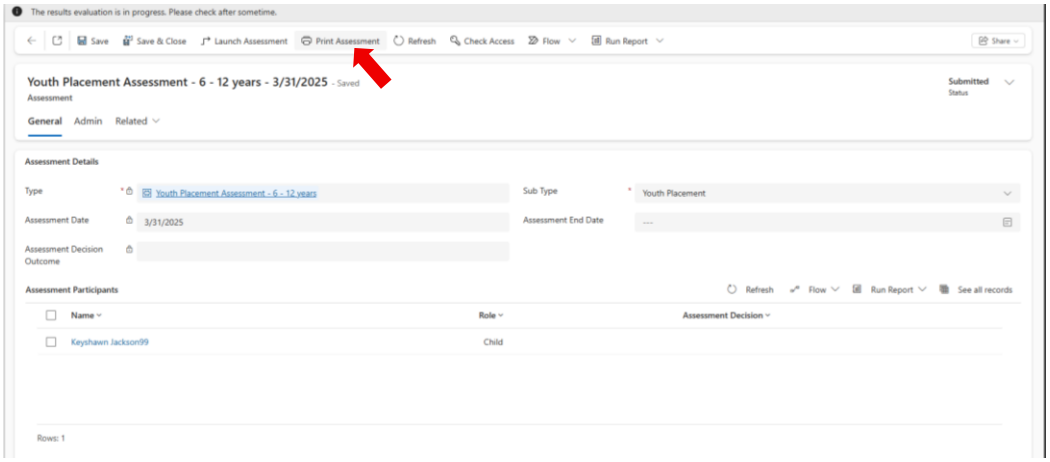

Figure 11

Step 13: From the Youth Placement Assessment form in STAAND, click **Save and Close**.

Step 14: From the Placement Request form, click **Submit Request**.

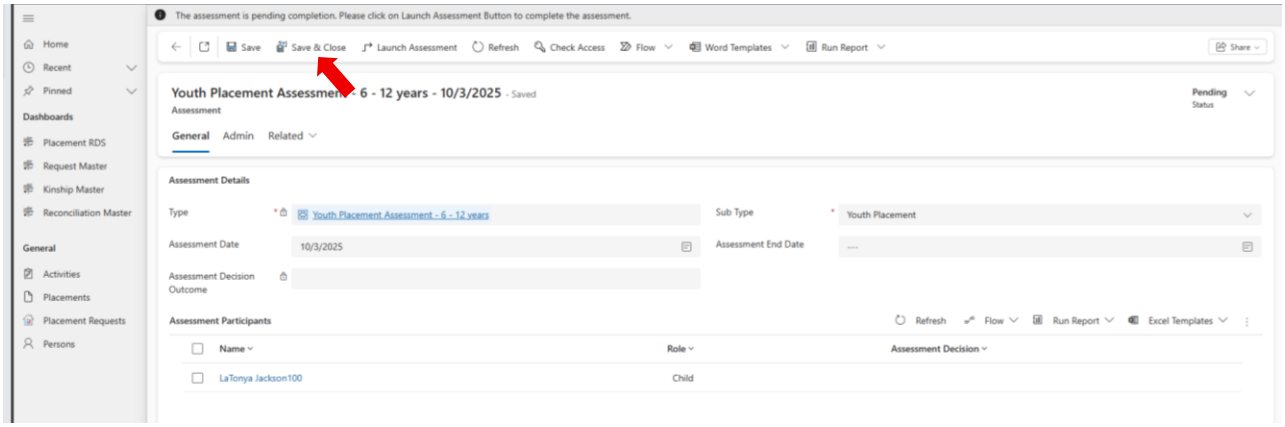

Figure 12

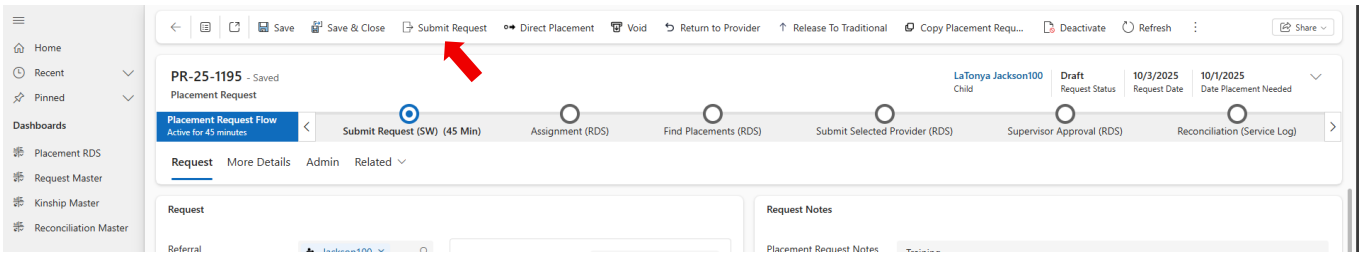

Figure 13

Step 15: Click **YES** to submit request.

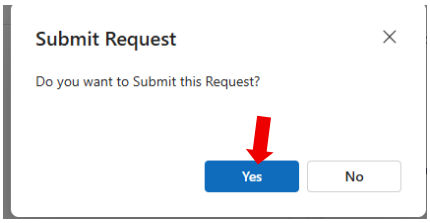

Figure 14

Note:

- Once the Request has been submitted, the "Submit Request (SW)" on the timeline will have a completed blue circle and a check mark.

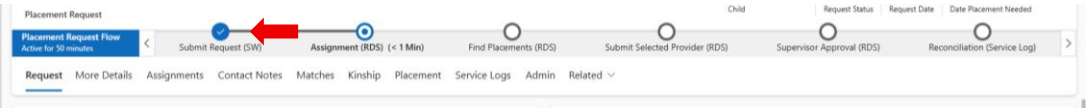

Figure 15

Practice Tips:

Once a Placement Request has been submitted, it is automatically transmitted to the Kinship and Placement teams, who will search for a placement match.

The SW can return to the Placement Request record at any time to track progress on the search. This information is visible in the comments or timeline sections at the Kinship or Placement Tabs.

The SW will be notified by email once a placement has been identified. The SW then has ***one final step*** in the process, which is to return to their Placement Request record and confirm the physical placement of the child.

Section 2: How to Confirm a Placement

Once a child has been placed with the Provider, the placement must be confirmed.

Step 1: Navigate to the Placement Record, then click **Confirm Placement** at the top of the screen. The system will then require a Confirmation Date to be entered.

Step 2: Enter **Confirmation Date**.

Step 3: Click **Confirm Placement**.

Step 4: Click **OK** to Confirm Placement. The status will change to "Confirmed".