

# HOW TO EXIT CHILDREN OUT OF A PLACEMENT VIA PLACEMENT PROVIDER WEB

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Children are exited from placements for various reasons (relocating from one foster care setting to another; achieved permanency and are no longer in foster care; etc.). Whatever the reason, it is imperative that users of the Placement Provider Web accurately document the reason why a child is being exited out of his/her current placement, as the exit reason may update other data in the system for that child. This tip sheet will take you through the process of exiting a client out of placement, and understanding the importance of choosing appropriate placement exit reasons.



## Pointers to Remember:

1. Home Removal vs. Change in Placement: A home removal refers to the month, day and year that the child was removed from the care and supervision of his or her parent or parental substitutes (does not include foster parents), during or as a result of the CPS response. A change of placement occurs when a child moves from one foster care setting to another. For example, although the court may order that a child be "removed" from a provider, this is truly a change in placement, not a home removal by definition.
2. Placement Exit Reasons: The following Placement Exit Reasons will end-date a Legal Status, Home Removal Episode and cancel an Administrative Review for a client: Placement/Custody to be provided by another District agency, Adoption, Death of Child, Emancipation, Guardianship, Independence Achieved, Living with Other Relatives (Non CFSA custody), and Reunification. Therefore, use caution when choosing a placement exit reason, and read all system messages before proceeding.
3. Title IV-E: Federal funding through Title IV-E is dependent upon home removal information. The accuracy of this home removal information affects Title IV-E claiming in many ways. A Title IV-E pending eligibility record is created for a child when a home removal is created/entered in FACES.NET. Erroneous/invalid home removal entries create unnecessary and ineligible IV-E determinations. When a home removal is end dated, this terminates claiming of federal funding for an eligible client. For these reasons, it is critical that when exiting a placement, utmost attention is paid to the exit reason. The exit reasons identified in pointer #2 should not be selected unless a child has reached permanence and is no longer in CFSA custody.
4. AFCARS: AFCARS reporting is based on children with an open home removal and placement episode in foster care. It is important to ensure that home removal and placement information is entered in an accurate and timely manner. Each of the placement exit reasons identified in Pointer #2 generates an AFCARS measure regarding timeliness. If a child's home removal is end dated, the placement exit must also be entered in the FACES.NET system within 60 days of the child's placement exit date or the agency will fail that AFCARS measure.
5. Invoice Discrepancy: Contracts staff can exit a placement for invoice discrepancies, which stops payment to a provider. If a placement exit reason is identified as "Invoice Discrepancy" the social worker should change the exit reason to the appropriate reason (child requested change in placement, reunification, etc.). This is particularly important as related to AFCARS and the 60-day window for timeliness of recording placement exits. Periodic social worker review of placement and home removal information should reduce the number of errors for this AFCARS measure.

## Exiting a Child out of a Placement through Provider Web



### Note:

- Before exiting a child out of a placement, please keep in mind that this process will terminate payments to a paid provider based on the exit date.

Steps include:

Step 1: Hold mouse over PPW and then Location.

Step 2: Click on History.

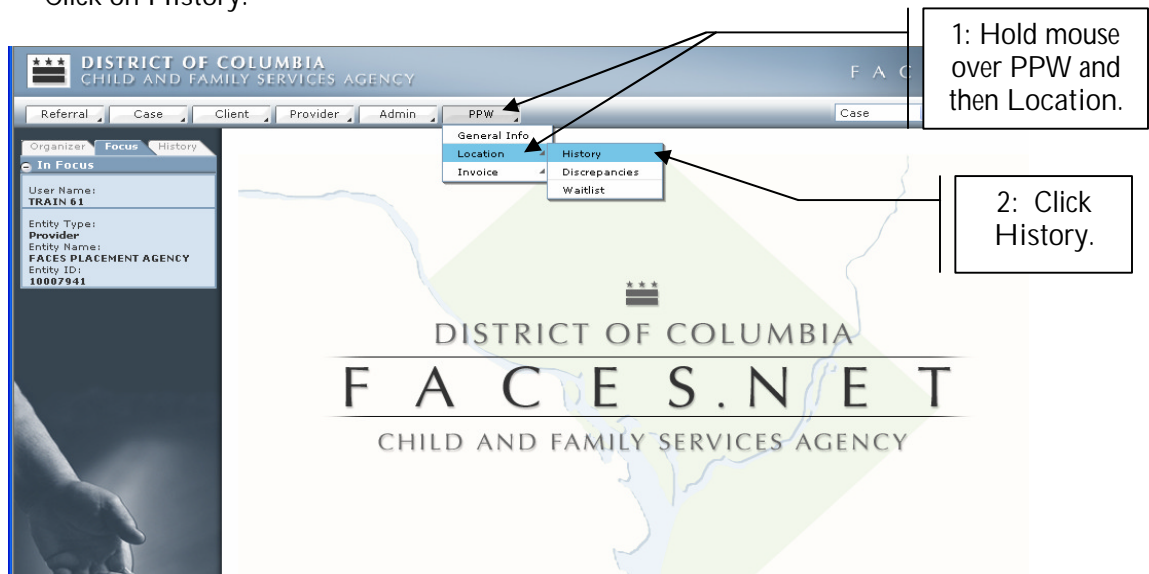


Figure 1

Step 3: Click the (+) sign next to the provider's name with whom you wish to exit the child

Step 4: Highlight the child whom you wish to exit.

Step 5: Click on Exit Placement button. The Location Exit screen will display.

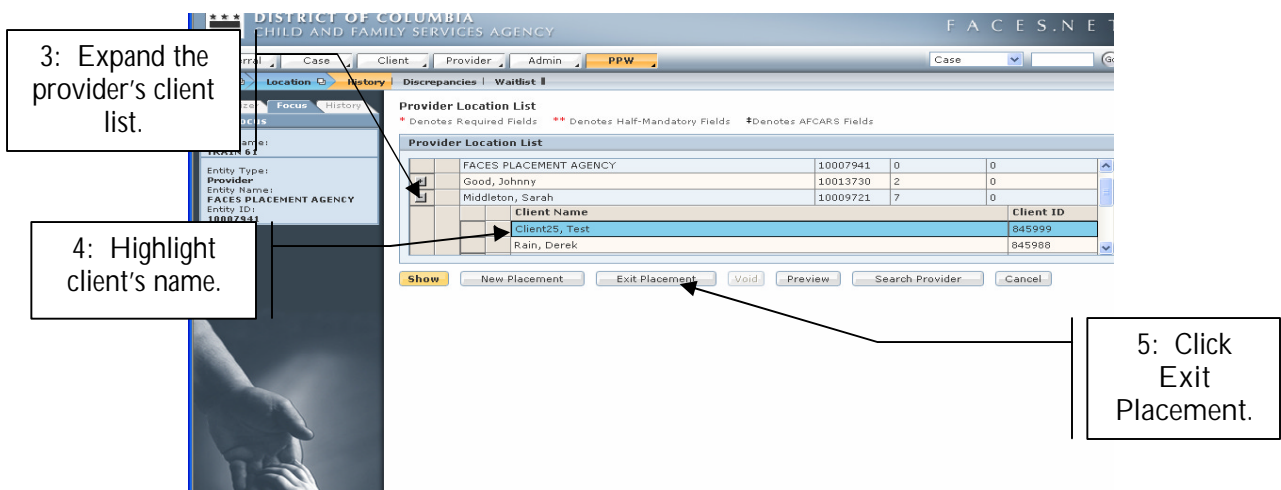


Figure 2

Step 6: In the Provider section Date field enter the date on which the child exited his/her placement. This date should reflect the actual date the child left the placement, not the date on which the information was entered in FACES.NET (See Figure 3).

Step 7: In the Provider section Time field enter the exit time.

Step 8: In the Provider section Reason field enter the exit reason.



Note:

- **Exiting a placement for the reasons listed below will automatically end CFSA custody, and the child will no longer be considered a foster care child in the District of Columbia.** These exit reasons will automatically end-date the home removal, legal status and Administrative Review for a client. Please pay particular attention to those marked with an asterisk \* and review the explanation in italics.

*\*Adoption –Adoption has been finalized/the legal process of Adoption has been completed. This should not be chosen if the child is leaving the current foster care setting to be placed in a pre-adoptive foster home.*

*Death of Child – Child is deceased.*

*Emancipation – Child has “aged out” of the system or been legally emancipated.*

*\*Guardianship – Legal guardianship has been finalized. This should not be chosen if the child is leaving the current foster care setting to be placed with a relative who is pursuing guardianship.*

*\*Independence Achieved – Child has attained independence from the foster care system. This should not be chosen if the youth is leaving the current foster care setting to participate in an Independent Living Program and is still in CFSA custody.*

*\*Living with Other Relatives (Non CFSA Custody) – Child is leaving a placement to live with relatives other than the parent(s) and CFSA does not have legal custody of the child. This includes a child whose legal status is 3<sup>rd</sup> party/private placement. This should not be chosen if the child is being placed with relatives/kin who are licensed foster care providers and the child remains under the legal custody of CFSA.*

*\*Placement/Custody to be provided by another District agency – Legal custody of the child will be maintained by a State/District agency other than CFSA or one of its contracted child placement agencies. This is not to be selected if a child is changing placements between contracted child placement agencies.*

*Reunification – Child has returned home to the parent/caretaker and has reached the permanency goal of reunification. This includes a child who returns home under a legal status of protective supervision.*



Note:

- There are no system warnings for exit reasons in the PPW as there are in the case management track of FACES.NET; therefore, please use caution when choosing an exit reason.

Step 9: Click Save.

The screenshot shows the 'Location Exit' form in the PPW system. The form is divided into several sections: 'Client', 'Provider', 'Placement Unit Confirmed', 'Social Worker', and 'Provider'. The 'Client' section includes fields for Client Name (TEST CLIENT25), Gender (Male), Date of Birth (1/1/1990), Age (16), and Client ID (845999). The 'Provider' section includes Agency / Facility (FACES PLACEMENT AGENCY), Provider ID (10009721), and Provider Name (Sarah Middleton). The 'Placement Unit Confirmed' section has fields for Date, Time (00:00), and Reason. The 'Social Worker' section has similar fields for Date, Time (00:00), and Reason. The 'Provider' section at the bottom has fields for Date\* (11/2/2006), Time (6:00 AM), and Reason\* (Child requested change of placement). A 'Save' button is located at the bottom left of the form. Callouts with arrows point to the following fields: '6: Enter Exit Date\*' points to the Date field in the 'Provider' section; '7: Enter Exit Time\*' points to the Time field in the 'Provider' section; '8: Enter Exit Reason\*' points to the Reason field in the 'Provider' section; and '9: Click Save.' points to the Save button.

Figure 3



Note:

- If you erroneously exit a placement with a selection that ends the child's custody under CFSA, please contact the Help Desk immediately so that the data can be corrected and the home removal episode can be reopened.