HOW TO EXIT CHILDREN OUT OF A PLACEMENT VIA FACES.NET

CREATION DATE: May 10, 2007

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 the reason why a child is being exited out of his/her current placement is accurately documented, 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 in FACES.NET 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

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: Put a case in focus from the workload by clicking on My Assignments from the left window pane in FACES.NET.

Step 2: Highlight the case that you want to view.

Step 3: Click Show.

1: Click My Assignments.

2: Highlight case.

3: Click Show.

Figure 1

Step 4: Hold mouse over Case, and then Placement.

Step 5: Click List of Clients.

4: Hold mouse over Case, and then Placement.

5: Click List of Clients.

Figure 2

Step 6: Highlight client's name.

Step 7: Click Show.
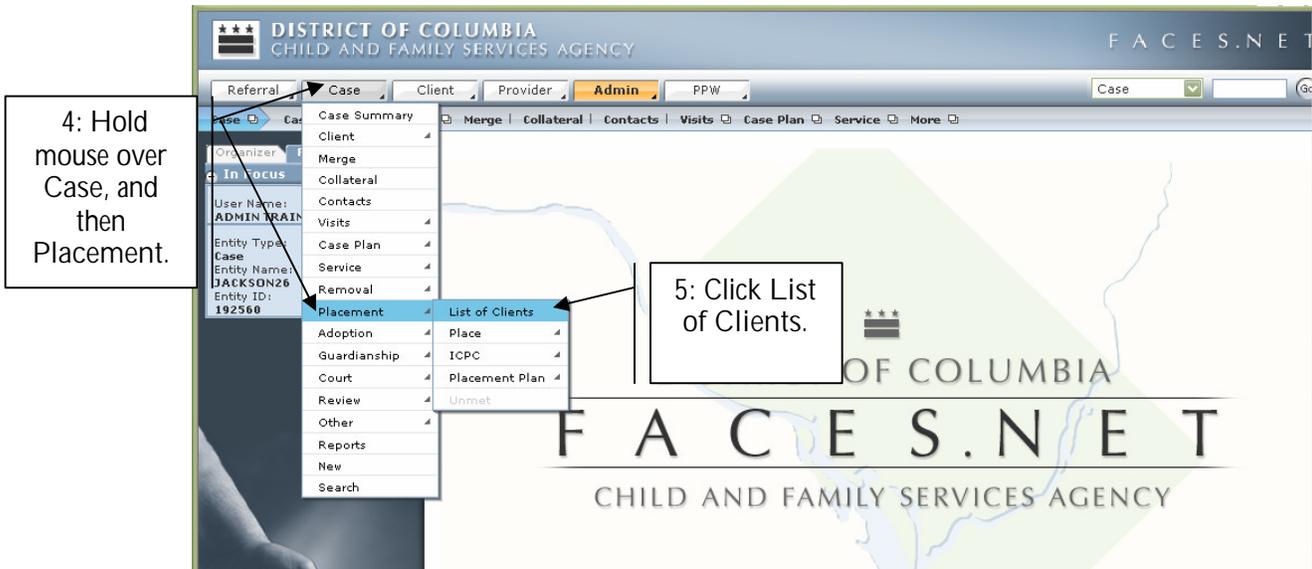
6: Highlight client's name.
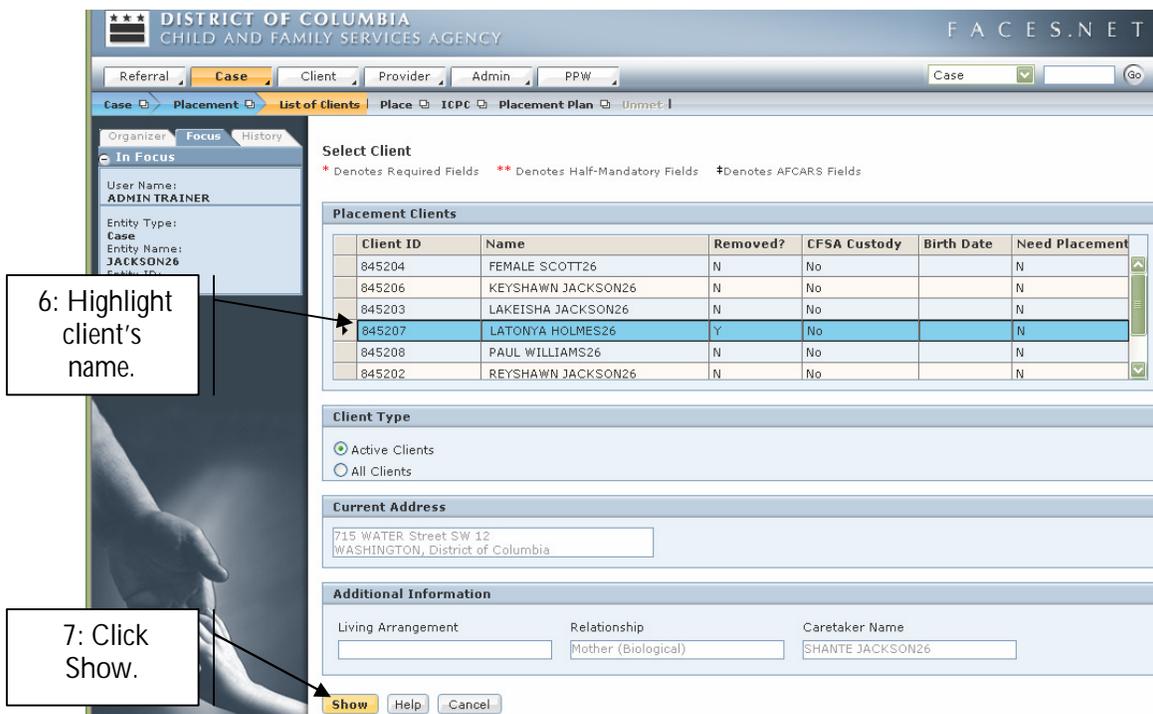
7: Click Show.

Figure 3

Step 8: Hold mouse over Case, Placement, and then Place.
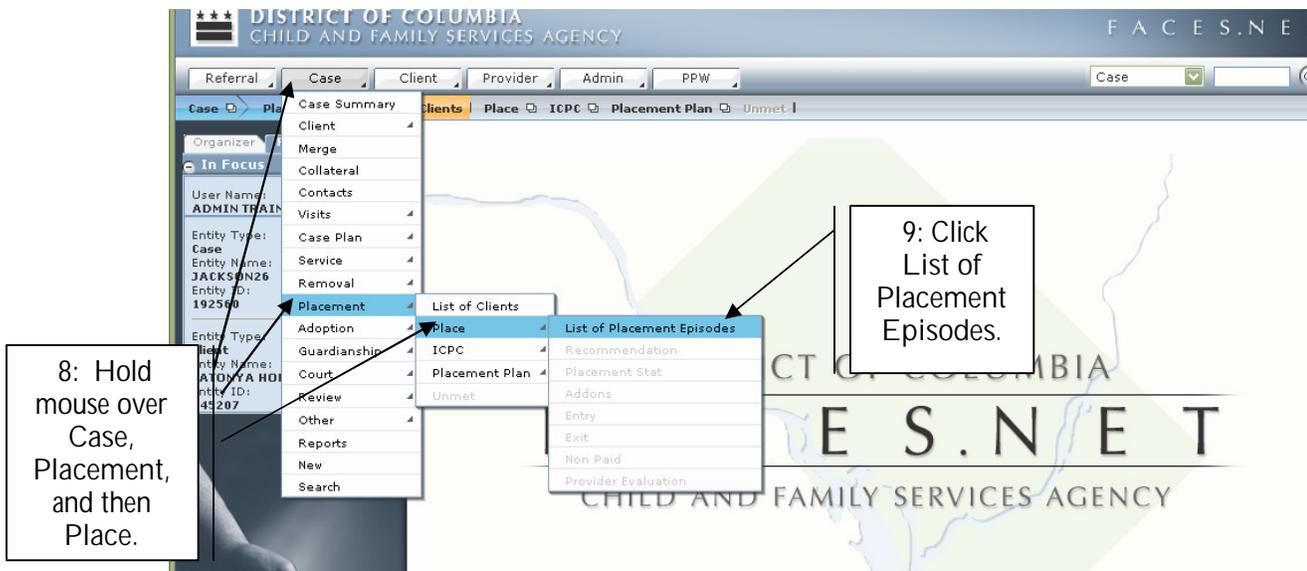
Step 9: Click List of Placement Episodes.

Figure 4

Step 10: Select the placement episode from the Placement Record.
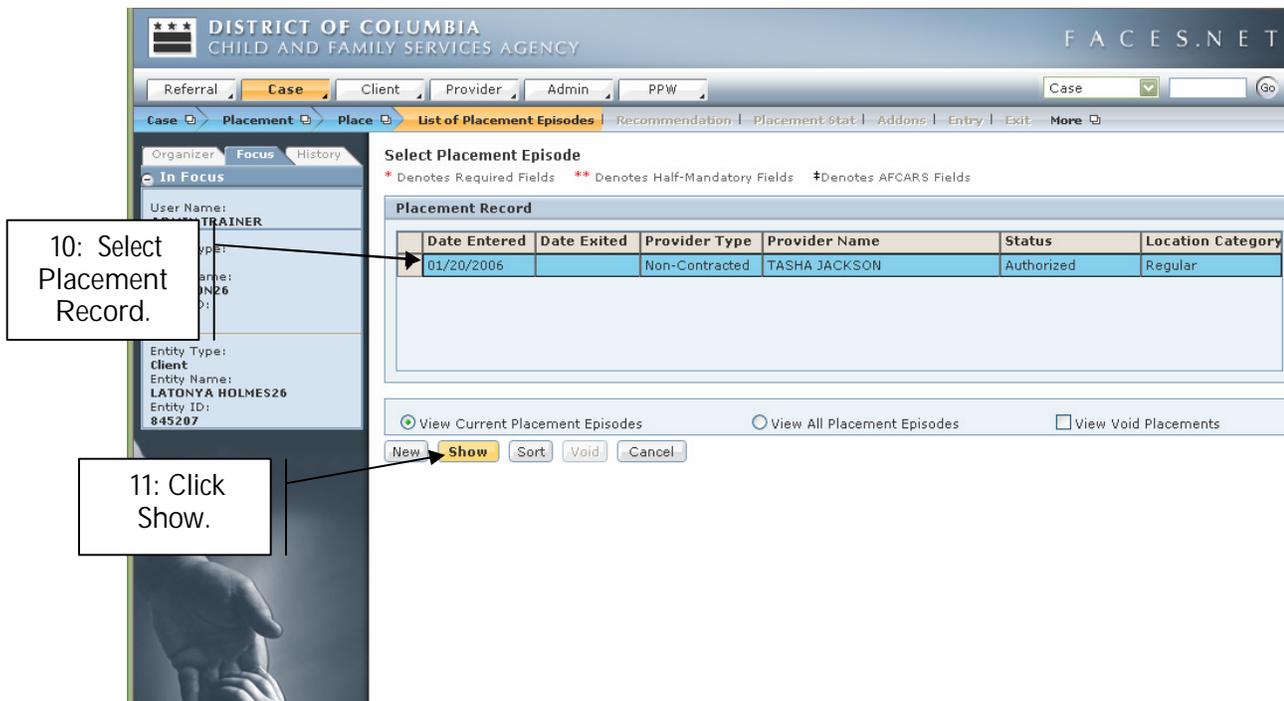
Step 11: Click Show.

Figure 5

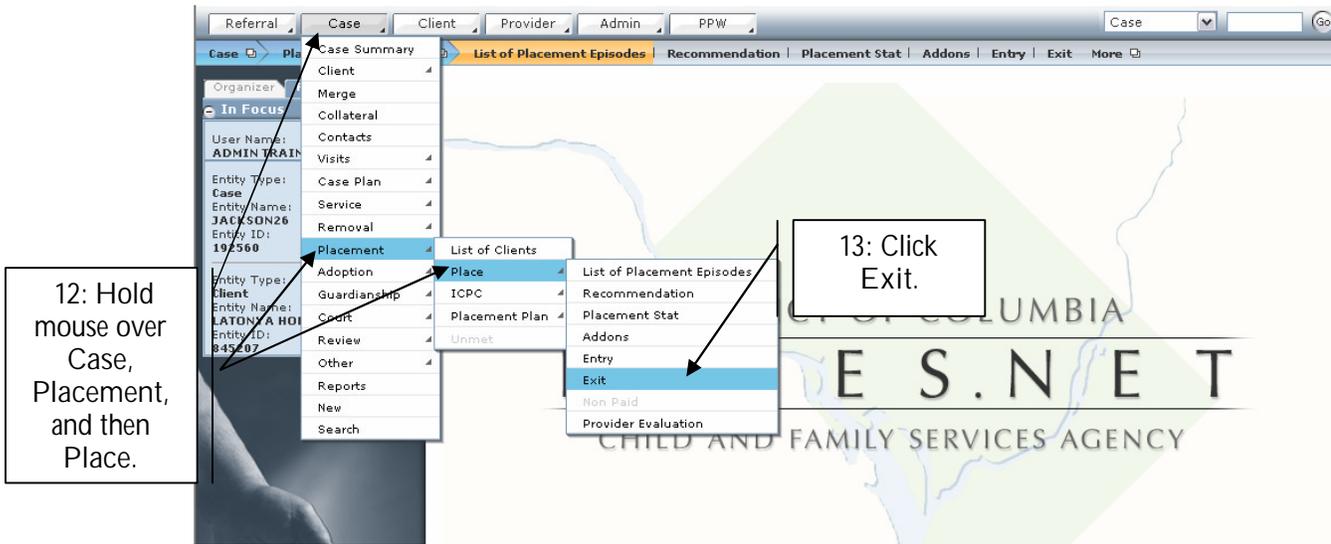Step 12: Hold mouse over Case, Placement, and then Place.

Step 13: Click Exit.

Figure 6

Step 14: Enter Date on which 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.

Step 15: Enter Time in which child exited his/her placement.
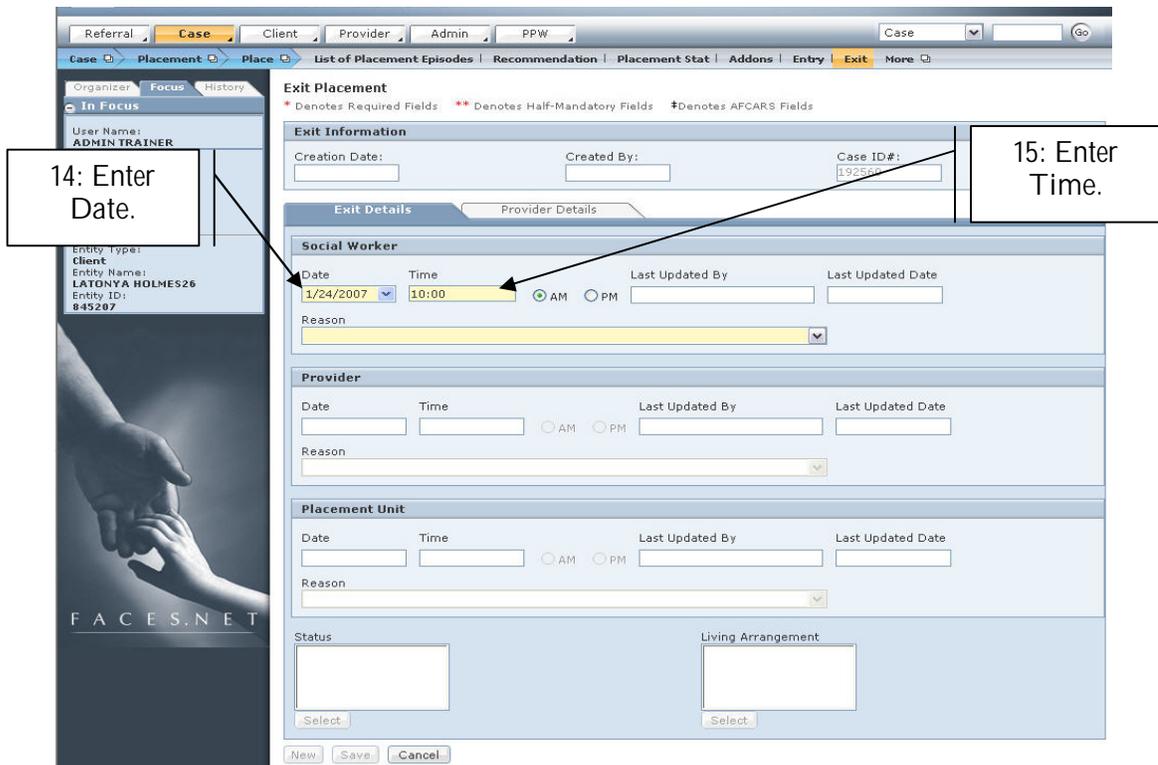

Figure 7

Step 16: Enter the Placement Exit Reason.

Note:

- Exiting a placement for the reasons listed on the last page of this tip sheet will automatically end CFSA custody, and the child will no longer be considered a foster care child in the District of Columbia. Please pay close attention to the exit reason especially if exiting a child through Placement Provider Web, as the same system edits do not occur as they do in the case management exit screens. The following placement exit/end of care reasons may cause confusion and should be reviewed carefully before being selected:

  o Placement/Custody to be Provided by another District Agency should only be chosen as an exit reason when the legal custody of a 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.

  o Adoption and Guardianship should only be chosen as an exit reason when the adoption or guardianship has been legally finalized. This should not be chosen if the child is leaving the current foster care setting to be placed in a pre-adoptive foster home or placed with a relative who is pursuing guardianship.

  o Independence Achieved should only be chosen as an exit reason when a 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.

  o Living with Other Relatives (Non CFSA Custody) should only be chosen when a child is leaving a placement to live with relatives other than the parent(s) and CFSA does not have legal custody of the child, for example, when the child is placed in 3rd party/private placement legal status. 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.
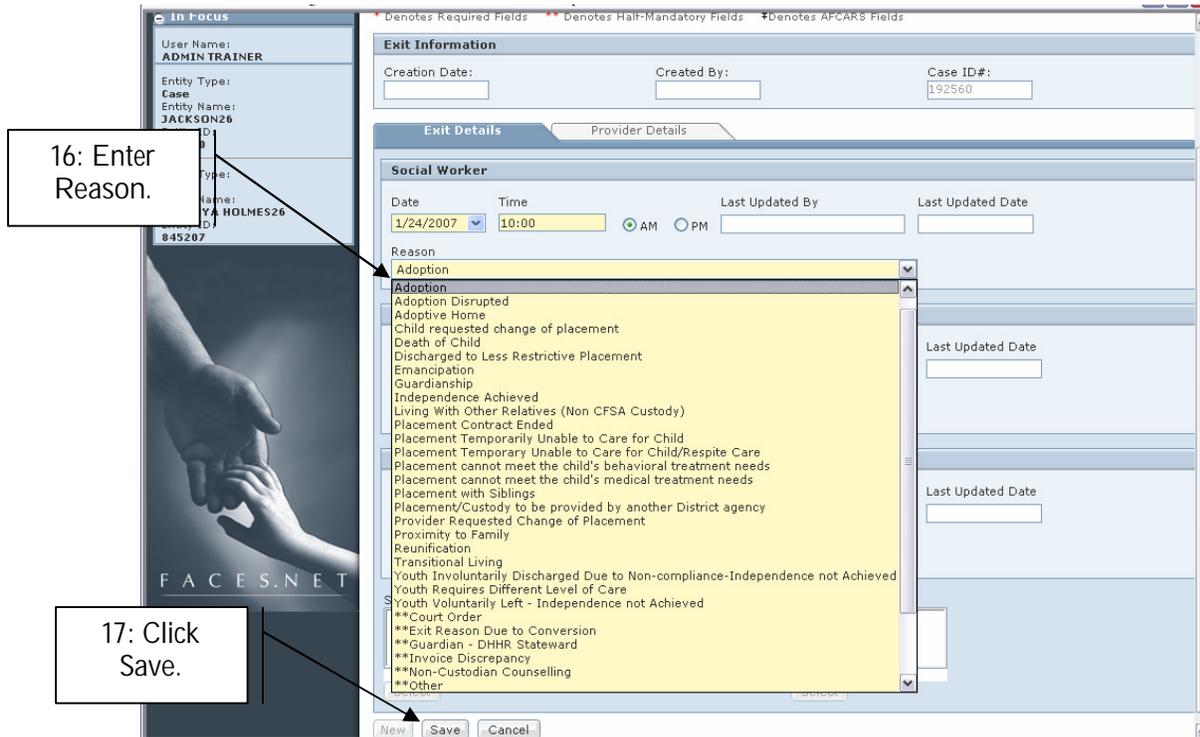
Step 17: Click Save.

Figure 8

Note:

- The system messages below do not appear if a child is being exited via Placement Provider Web; therefore, please use caution when choosing an exit reason.

- If you choose an option that will end the child's legal status and home removal, you will receive a system message asking if you want to continue. If you choose "Yes", then another system message will appear informing you that the Administrative Review will be canceled for that client. For example, in this tip sheet the child was exited from placement due to an adoption that was finalized. The following system messages appeared.
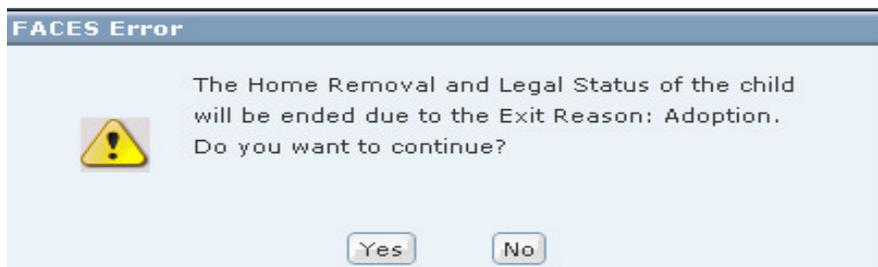

Figure 9

If you answer "No", then the system will default back to the Exit Screen. If you answer "Yes", then the following message will appear:
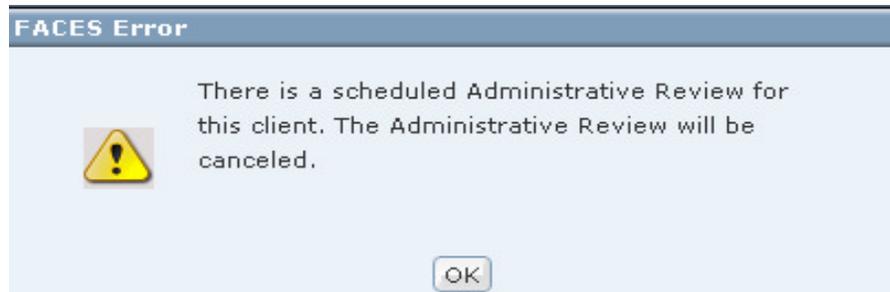
Figure 10

The following is the list of placement exit reasons that will automatically end-date the home removal, legal status and Administrative Review for a client. Furthermore, these reasons specify that the child is no longer a foster care child in the District of Columbia.

- Adoption –Adoption has been finalized/the legal process of Adoption has been completed.

- Death of Child – Child is deceased.

- Emancipation – Child has "aged out" of the system or been legally emancipated.

- Guardianship – Legal guardianship has been finalized.

- Independence Achieved – Child has attained independence from the foster care system.

- 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 3rd party/private placement.

- Placement/Custody to be provided by another District agency – Legal custody of the child will be maintained by a (state or) District agency other than CFSA or one of its 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:
- If you erroneously exit a placement with a selection that end's 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.