

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
Child and Family Services Agency



**Business Process: Placement Disruption Staffing**

**I. POLICY**

Children/youth whose placements disrupt shall be provided a disruption staffing to include: a comprehensive and appropriate assessment that determines their service and re-placement need with a follow-up action plan, no later than 30 days after replacement. A comprehensive assessment is a review, including as applicable; the child, his/her family, kin, current and former caregiver and the Guardian Ad Litem (GAL), to assess the child's current medical, social, behavior, educational and dental needs to determine the additional evaluations, services, and supports that are required to prevent future placement disruptions. CFSA strives to have all children experiencing a placement disruption undergo a comprehensive assessment as described above with an action plan to promote stability.

*CFSA's goal is for 90% of children experiencing a placement disruption to have a disruption staffing, to include a comprehensive assessment as described above and an action plan to promote stability.*

**II. PROCEDURES**

All children who experience a placement disruption shall have a review within 30 days after they have been placed in their new placement. Ideally, the meeting should occur within 8 days of the disruption to ensure the child or youth has necessary supports and services to meet their needs and stabilize their placement. The staffing shall include a comprehensive and appropriate assessment that determines their service and re-placement need with a follow-up action plan. In the event a youth experiences multiple disruptions within a short time period and the disruption reasons are similar, a meeting with all the required participants to discuss the cause of the disruption and to plan for supportive services needed to stabilize the placement can occur once the youth is placed and "relatively" stable (i.e. the youth has remained in their placement for more than 7 days).

- A. When to hold a placement disruption staffing: The key to determining whether a child needs a placement disruption staffing is to determine what circumstances constitute a placement disruption.
1. The following reasons for removing a child from a current placement should not be considered "placement changes" but rather "placement disruptions", thereby requiring a *disruption staffing*:
    - a. Provider is unwilling or unable to care for child.
    - b. Provider cannot meet the child's behavioral or medical needs.
    - c. Provider's contract ended, and the child moved from their current foster home as a result.
  2. None of the following situations are considered "placement disruptions" or "placement changes", provided the child or youth returns to their original placement:
    - a. Visitation with a sibling, relative, or other caregiver (i.e., pre-placement visits with a subsequent foster care provider or pre-adoptive parents)
    - b. Hospitalization for medical treatment, acute psychiatric episodes or diagnosis
    - c. Respite care
    - d. Trial home visits

- e. Runaway episodes (formerly called abscondence)
  - f. College, university or vocational program
3. If the child or youth does not return to their original placement, the move is considered a placement disruption.
  4. The following meetings can be used as a Disruption Staffing as long as the minimum participants (see Procedure D) and timeframes are adhered to:
    - a. Family Team Meeting (FTM)
    - b. Specialized Opportunities for Youth (SOY) Placement
    - c. Youth Transition Plan (YTP)

*Note: Special Corrective Action meetings cannot be used as a Disruption Staffing.*

5. Disruption Staffing Exceptions: CFSA has identified youth who change placements and will not immediately receive a disruption staffing as identified on a case by case basis. Youth who are placed in one of the categories below must return to the same provider otherwise the placement change is considered a disruption.
  - a. Incarceration/Jail – Youth who are incarcerated for periods longer than 3 months shall be reviewed once discharge planning occurs and the youth returns to the previous placement.
  - b. Missing or Absent youth (formerly called abscondence) – Youth who experience a runaway episode shall receive an initial review as indicated in the [Missing or Absent Children policy](#), as part of case planning, however, a disruption staffing shall occur if the youth does not return to the same provider once the youth has returned to CFSA for placement.
  - c. Not in a Legal Placement – Youth may be placed in an unlicensed home while awaiting an emergency kinship license. In the event the placement does not meet the disruption definition, a staffing shall not occur (i.e. the youth did not disrupt the previous placement). However, a disruption staffing shall occur when youth self-place (youth identify a placement on their own not authorized by CFSA) and/or disrupt from a foster home and are placed with Kin or have another placement arrangement (i.e. living with a friend or lifelong connection).

**B. Disruption Staffing Goals:** The goal of the disruption staffing shall be centered on the following tasks:

1. Determine the reason for disruption and identify the following information:
  - a. What was the precipitating events of the disruption?
  - b. What triggers might be occurring?
  - c. What 'signals of care' helps to stabilize the child/youth?
  - d. What has been done to engage and partner with the resource parent?
  - e. What actions have the resource parent taken to elevate concerns prior to disruption?
  - f. What plans were developed and put in place to promote and ensure placement stability?
  - g. What next steps and/or modifications to current supports need to be addressed?
2. Conduct a review of the child's needs, current assessments and resources needed to be put in place to prevent another disruption.
  - a. What are the causal and contributing factors underlying identified problems, impairments and barriers?

- b. How will additional formal and informal supports be utilized to ensure stability in the current placement?
  - c. What additional or different resources are needed?
- 3. Identify next steps.
  - a. Summarize next steps- include what specific action steps each team member shall complete.
  - b. Describe how issues identified will be elevated.
  - c. Identify a timeframe for follow-up.
- C. Roles and Responsibilities of Staff: Staff shall be responsible for completing the following tasks upon notice of a placement disruption:
  - 1. Program Analytics Unit
    - a. Provide a disruption report on a weekly basis to CFSA and contracted private agency staff;
    - b. Monitor youth who meet the Disruption Exception Categories and/or are Missing or Absent Youth;
    - c. Review and Reconcile the responses provided by staff; and provide the final tracking document to PAQIA;
    - d. Provide data analysis, as applicable.
  - 2. Permanency Unit
    - a. CFSA's Permanency Resource Development Specialist shall facilitate the disruption staffing with the assigned social worker for CFSA, Lutheran Social Services (LSS) and Latin American Youth Center (LAYC) cases. The National Center for Children and Families (NCCF) shall conduct meetings independent of CFSA unless technical assistance is requested).
    - b. Create, review and save the Disruption Action Report (See Attached) in the one drive and document that the meeting occurred in a contact note in FACES.net.
  - 3. Social Worker and Supervisory Social Worker (CFSA and Private Agency Staff)
    - a. If a formal disruption staffing does not occur as stated in C(2) above, the social workers shall coordinate and conduct a Disruption Staffing in the new placement within the first 4 weeks of visitation.
    - b. Document the meeting as a FACES.net contact note.
  - 4. CFSA and Private Agency staff
    - a. The Permanency Units and private agency staff shall review the disruption report provided by the Program Analytics Unit on a weekly basis to determine if children are appropriately placed on the report.
    - b. Youth who are in the placement categories such as (1) Youth Requires Different Level of Service, (2) Provider or Youth Requested Change of Placement or (3) Placement Temporarily Unable to Care for the Child, will also be reviewed by staff to determine if the youth experienced a placement disruption.

#### D. Disruption Staffing Participants

1. The following team members shall be invited to attend the disruption staffing:
  - a. Child/youth, if age and developmentally appropriate and available
  - b. Social Worker/Supervisory Social Worker/ or chain of command (*as applicable*)
  - c. Immediate or extended family members
  - d. Current Resource parent or Congregate Care staff/provider
  - e. Resource Parent Support Worker/Supervisor
  - f. Guardian ad Litem (GAL)
  - g. Service providers
2. Reasonable efforts shall be made to ensure team members listed above attend the Disruption Staffing. If the worker invites all of the above participants but they are unable to attend, or a time cannot be scheduled that works for most participants, the worker shall proceed with the meeting. A meeting regarding placement disruption that does not include the social worker or the supervisory social worker shall not count as a Disruption Staffing.
3. The following team members may attend the disruption staffing as appropriate:
  - a. Placement Resource Development Specialist
  - b. The previous resource parent(s)
  - c. Congregate Care point of contact (*as applicable*)

#### E. Disruption Staffing Documentation: Disruption Staffing meetings shall be documented via both a FACES.net contact note (*completed by the assigned Social Worker*) and a Disruption Action Plan (*completed by the appropriate Resource Development Specialist in Permanency Unit*).

1. The Disruption Action Plan shall state who was invited to the staffing and the reasons the invited participants were unable to attend.
2. The completed plan shall be sent to Program Analytics for review and the plan is saved to the Disruption Staffing Folder in the Program Operations One Drive.
3. Program Analytics shall provide a monthly MS Excel tracking sheet to the permanency program managers, the CFSA resource parents support unit and the private agency staff to include the Disruption Staffing information.
4. The Permanency Resource Development Specialist shall submit disruption data to the Analytics Unit by the 10<sup>th</sup> of every month after the occurrence to allow enough time for validation. For example, September 2020 disruptions data will be submitted by November 10, 2020; and October 2020 disruption data will be submitted by December 10, 2020.

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**Disruption Action Plan (DAP)**

1. Child's Name:	5. Name of Social Worker:
Record full name of child who is being reviewed	Record full name of current social worker
2. Child D.O.B.:	6. Name of Supervisor:
Record child's date of birth as it appears on the birth certificate	Record full name of current supervisor
3. Client ID:	7. Administration/Program/Unit:
Record child's client ID number as listed in FACES	Use acronyms to indicate the Unit, Program Area, and Administration. For example, <i>In-Home &amp; Permanency Administration</i> should be recorded as <b>IHPA</b> .
4. Entity with case management responsibility: <input type="checkbox"/> CFSA <input type="checkbox"/> Private Agency (specify which one):	8. Child's current placement type: <input type="checkbox"/> Traditional foster family <input type="checkbox"/> Therapeutic foster family <input type="checkbox"/> Kinship foster family <input type="checkbox"/> Pre-adoptive placement <input type="checkbox"/> Group home <input type="checkbox"/> Independent Living <input type="checkbox"/> Psychiatric Residential Treatment Program <input type="checkbox"/> Teen mother's program <input type="checkbox"/> Emergency shelter <input type="checkbox"/> Other (specify)

9. Date of Disruption Staffing:

10. Purpose of the Disruption Staffing (i.e. the specific reason the placement disrupted as defined by Disruption Business Process)

11. What are the needs (i.e. medical, social, behavioral, educational and dental) for the child and/or placement provider?

12a. What are the additional needed evaluations, service or supports to find a permanent home and stabilize the child?

13a. Follow-Up date:

13b. No Follow up required:

14. Please list all staffing participants in the spaces below. Indicate who was responsible for completing this form by checking the box next to the appropriate name.

<u>Name</u>	<u>Title</u>	<u>Telephone Number</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14 a. Please indicate reasons the staffing participants are unable to attend the meeting.