



**DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF CHILD AND FAMILY SERVICES**

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**Manual Transmission Letter (MTL)  
Family Programs Office: Statewide Child Welfare Policy Manual**

MTL # 1008-040110

04/01/2010

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TO: Amber Howell, Deputy Administrator - Division of Child and Family Services – Central Office  
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**POLICY DISTRIBUTION:**

Enclosed find the following policy for distribution to all applicable staff within your organization:

- Out-of-State Placement of Children

This policy is/was effective: 05/12/2008

- This policy is new. Please review the policy in its entirety
- This policy replaces the following policy(s): Policy Name: 98-2 Out-of-State Placement of Children
- This policy has been revised. Please see below for the type of revision:
  - This is a significant policy revision. Please review this policy in its entirety.
  - This is a minor policy revision: (List page number & summary of change):
    - This policy has been placed in the new FPO policy format.
  - A policy form has been revised: (List form, page number and summary of change):
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**NOTE:**

- Please read the policy in its entirety and note any areas that are additionally required by your agency to be in compliance with the policy enclosed.
- This is an **All STAFF MEMO** and it is the responsibility of the person listed above to disseminate the policy enclosed to appropriate staff within his/her organization and to ensure compliance.
- The most current version of this policy is posted on the DCFS Website at the following address: [http://www.dcf.state.nv.us/DCFS\\_Policies\\_CW.htm](http://www.dcf.state.nv.us/DCFS_Policies_CW.htm). Please check the table of contents on this page for the link to the chapter you are interested in.

## 1008.0 Out-of-State Placement of Children

### 1008.1 Policy Approval Clearance Record

Check one only: <input checked="" type="checkbox"/> <b>State Policy</b> <input type="checkbox"/> <b>Collaborative Policy</b>	This policy supersedes: 98-2 Out-of-State Placement of Children	Number of pages in Policy: 5 Date Policy Effective: 05/12/2008
PART Recommendation Date:	N/A	Policy Lead: D. Edwards, CPPI
DMG Approval Date:	N/A	Policy Lead: D. Edwards, CPPI
Review by Representative from the Office of the Attorney General:	N/A	Signature: N/A
DCFS Administrator Approval:	05/12/2008	Signature: ON FILE

### 1008.2 Statement of Purpose

**1008.2.1 Policy Statement:** The Out-of-State Placement Policy provides guidance for the placement and monitoring of children in out-of-state treatment centers when in-state services are not available to meet their needs.

**1008.2.2 Purpose:**

- A. The Nevada Division of Child and Family Services (DCFS), together in genuine partnership with families, communities and other governmental agencies, provides support and services to assist Nevada's children and families in reaching their full human potential. DCFS recognizes that Nevada's children, youth and families thrive when they live in safe, permanent settings; experience a sense of sustainable emotional and physical well being; and receive support to consistently make positive choices for family and the common good.
- B. Pursuant to Section 2 of AB507, "Before or at the time the Division transfers a child who has been committed to the custody of the Division to a facility located outside this State, the Administrator of the Division of the Child and Family Services of the Department of Health and Human Services or his designee must physically inspect any out-of-state facility to which a child from this State **who is in the custody** of the Division may be transferred before or at the time of the transfer to ensure the appropriateness of the placement". Section 2 further requires the Administrator or his designee to inspect physically the facility and interview the child placed in the out-of-state facility at least once each year.

### 1008.3 Authority

NRS 432.0177

### 1008.4 Definitions

**1008.4.1 Custody:** Being under the legal and physical care and protection of the State.

**1008.4.2 State:** An alternate word for the Division of Child and Family Services (DCFS); Family Programs Office (FPO); or the Bureau of Services for Child Care (BSCC).

## 1008.5 Procedures

**1008.5.1 Overview of Out-of-State Placement:** Through AB507, the out-of-state placement process requires on-site visits and the utilization of a standardized assessment tool to ensure the appropriateness of the placement, prior to placement and annually for the duration of the child's stay.

### A. Tracking Placements

1. Once determination is made that no in-state facility meets the child's needs, an out of state placement location is selected and arrangement for an initial inspection is made, using the DCFS standardized assessment tool.
2. Each section (Juvenile Justice Services (JJS) and Child Welfare (CW)) will establish its own procedures for approval and tracking of their out-of-state placements.
3. Every attempt will be made to place children in facilities that have been approved as Medicaid providers.
4. The Family Programs Office (FPO) will coordinate the development of a joint (JJS and CW) tracking system. Each section will track their own out-of-state placements and the FPO will provide quality assurance monitoring to ensure compliance with NRS.

### B. Monitoring Placements

1. The FPO will coordinate quarterly meetings of the Out-of-State Placement Workgroup to review visit schedule in an effort to minimize duplicative out-of-state visits between all sections.
2. Initial inspections of the facility will be made by the pre-determined section, using the DCFS standardized assessment tools.
3. Initial and subsequent annual visits may be made by other sections depending on what other site visits are scheduled, and utilizing the most cost effective manner to conduct site visits.
4. Nevada Medicaid will pay travel expenses for placement and discharge of Medicaid eligible children to/from out-of-state Medicaid providers.

### C. Reporting

1. Within 14 days of returning from the out-of-state inspection, the reviewer will submit completed assessment forms to the FPO and the appropriate caseworker.
2. Each section will track their out-of-state placements, ensure all appropriate documentation is completed, and report all placement data to the FPO no later than the 5<sup>th</sup> day of the month following the end of the quarter for submission to Legislative Council Bureau (LCB) by the 15<sup>th</sup> day of the month as required.

**1008.5.2 Timelines:**

Table 1008.1: Timelines for Out-of-State Placement Policy

Requirement	Deadline	Starting Date	Responsible Party	Actions to be Taken
Inspect out-of-state facility to ensure compliance with NRS 432 (as amended by AB 507)	Prior to child's initial placement	Upon selection of facility	Section placing child	Approval of facility for placement
Inspect out-of-state facility to ensure continued compliance and appropriateness of placement.	Annually for the duration of the child's stay.	On the year anniversary of the child's placement.	As determined by coordination meeting between sections.	Determine continued compliance and appropriateness of placement for child.
Submit copies of assessment forms to FPO.	Within 14 days of inspection	Upon completion of inspection.	Individual conducting the review.	Complete and submit assessment forms.
Submit information regarding visit to appropriate caseworker for entry into electronic case note screens.	Within 14 days of inspection.	Upon completion of inspection.	Individual conducting the review.	Appropriate electronic screens completed.
Report to FPO the total number and location of all out-of-state placements.	Within 5 days of the month following the end of each quarter.	Quarterly	Determined by each section.	Submission to LCB, DCFS Administrator and DCFS Deputy Administrators by the 15 <sup>th</sup> of the following month as required.

**1008.5.3 Forms and Tools:**

- A. FPO 1008A: DCFS Out-of-State Placement Facility Review Checklist
- B. **FPO 1008B: DCFS Out-of-State Annual Review of Services Checklist**
- C. **FPO 1008C: DCFS Out-of-State Residential Child Satisfaction Survey** (used with child ages 11 and older)
- D. **FPO 1008D: DCFS Out-of-State Placement Child Interview** (used with all ages)

**1008.5.4 Documentation:** The Out-of-State Facility Review Checklist is completed prior to the initial placement of the child. The Out-of-State Annual Review of Services Checklist, the Out-of-State Placement Child Interview Questionnaire and the Out-of-State Child Satisfaction Survey are completed annually for the duration of the child's stay.

- A. Case File Documentation (paper): N/A
- B. Electronic Documentation (UNITY):

Table 1008.2: Electronic Documentation for Out-of-State Placements

Applicable Screen	Data Required
Case Notes	Information regarding initial inspection of facility and subsequent inspections and interviews with child.

**1008.6.5 Supervisory Responsibility:** Juvenile Justice Services and Child Welfare Agencies will identify a supervisor or designee who will be responsible for tracking and reporting out-of-state placements and due dates of required annual visits with child.

**1008.6 Child Welfare Agency Policy Compliance Requirements**

- 1008.6.1 Development of Internal Policies:** Juvenile Justice Services and Child Welfare Agencies will develop their own policies and procedures for the tracking and monitoring of their out-of-state placements.
- 1008.6.2 Forms and Report Requirements:** All sections will use the DCFS standardized assessment tools.
- 1008.6.3 Compliance Timelines:** N/A

**1008.7 State Responsibilities**

**1008.7.1 Participants in Policy Development**

- A. State Staff: Clinical Program Planner
- B. Child Welfare Agency Representatives: Juvenile Justice Services, CCDFS, WCDSS, DCFS-Rural
- C. External Stakeholders: None

**1008.7.2 Technical Assistance**

- D. Technical Assistance Requested: N/A
- E. Resources: N/A

**1008.7.3 Clearance Record**

Table 1008.3: Policy Clearance History

Policy Name & MTL Number	Workgroup Name & Review Dates	DAG Recommendation Date	PART Final Recommendation Date	DMG Final Approval Date	DCFS Admin. Approval Date	Effective Date
1008-040110	Unknown	n/a	n/a	n/a	05/12/08	05/12/08
98-2 Out-of-State Placement of Children	Unknown	Unknown	Unknown	Unknown	02/12/1998	02/12/1998

**1008.7.4 Policy Impacts:**

**State Plans:**

- A. Title IV-E Plan 2010:
  1. Section: 475(5)(A)(ii): n. if the child has been placed in foster care in a State or service area outside the State in which the child's parent(s) are located, assures that an agency caseworker on the staff of the State or Tribal agency of the State or service area in which the home of the parents of the child is located, of the State or service area in which the child has been placed, or of a private agency under contract with either such State or Tribe, visits the child in such foster home or institution no less frequently than every 6 months and submits a report on the visit to the State or Tribal agency of the State or service area where the home of the child's parent(s) is located;

**1008.8 Policy Cross Reference**

0205 Caseworker Contact with Children, Parents and Caregivers

### **1008.9 Attachments**

- FPO 1008A - DCFS Out-of-State Placement Facility Review Checklist
- FPO 1008B - DCFS Out-of-State Annual Review of Services Checklist
- FPO 1008C - DCFS Out-of-State Placement Youth Interview Questionnaire
- FPO 1008D - DCFS Out-of-State Residential Youth Satisfaction Survey