

BUTLER COUNTY CHILDREN SERVICES

POLICY NO.: 4.3	SUBJECT: OUT OF COUNTY PLACEMENT PROCEDURES
OAC: 5101:2-42-90	EFFECTIVE DATE: 9/30/02
	REVISION DATE: 8/16
	REVIEW DATE: 3/23/04, 3/22/05, 5/30/06, 12/07, 8/09, 8/16

PURPOSE: To ensure compliance with information to be shared when placing a child outside of Butler County.

POLICY:

1. When a child is placed in a foster home outside of Butler County, the following must take place:

If the child will attend school in the district in which the family foster home is located, the worker shall orally communicate the intended placement to a representative of the school district's board of education. The information to be communicated is as follows:

- (a) A discussion of safety and well-being concerns regarding the child and if the child attends school, the students, teachers, and personnel of the school.
 - (b) A brief description of the reasons the child was removed from his home.
 - (c) The services the child is or will be receiving
 - (d) The name, address, and telephone number of the agency that is or will be directly responsible for monitoring the child's placement and the name and telephone number of the contact person for the agency.
 - (e) The Butler County Children Services address and telephone number and the name and telephone number of the worker.
 - (f) The name of the previous school district attended by the child.
 - (g) The last known address of the child's parents
2. No later than five days after a child is enrolled in school, the worker shall provide in writing the above information which was already required to be orally communicated to the school district and the child's foster caregiver.
 3. If the child is placed in foster home outside of Butler County, the following information must be communicated to the foster parents as follows:
 - (a) The child's health, behavioral characteristics, treatment and service needs, and plans to meet those needs as identified in the case plan.

- (b) Any special needs the child may have such as special diets, therapy, tutoring, or learning disabilities.
- (c) The child's prior history of maltreatment
- (d) Information on any acts committed by the child that placed the health, safety, or well-being of others at risk; such as victimization of other children or animals, or fire-setting.
- (e) The type of school the child will attend, if applicable.
- (f) The child's visitation schedule with his/her parents or guardian.
- (g) The substitute caregivers' responsibilities.
- (h) A written report containing information The information listed is to be shared for a child who has been adjudicated delinquent for commission of any of the following offenses:

- Aggravated murder
- Murder
- Voluntary manslaughter
- Involuntary manslaughter
- Felonious assault
- Aggravated assault
- Assault
- Rape
- Sexual Battery
- Gross Imposition
- Conspiracy involving an attempt to commit aggravated murder or murder
- Any other offense that would be a felony if committed as an adult, and the child, upon committing the offense, was found to be using or in possession of a firearm.

- 4. The assigned worker shall maintain a copy of the information shared, the date the information was provided both orally and in writing, and the foster caregivers' acknowledgement of receipt of the information, in SACWIS.
- 5. If the child being placed in a family foster home outside of the county has been adjudicated an Unruly or delinquent child, the worker shall provide in writing to the juvenile court of the county In which the family foster home is located the following information:
 - (a) Information listed in 3, 4, and 5 of above
 - (b) A brief description of the facts supporting the adjudication that the child is unruly or delinquent.
 - (c) The name and address of the foster care giver.
 - (d) Safety and well-being concerns with respect to the child and the community.

The individual child care agreement contains the above information and may be used as your written documentation to the foster caregiver, school, and juvenile court.

See policy 4.4 placement procedures if a child has been adjudicated delinquent of a serious crime for additional information to be provided.

8-8-16

APPROVAL DATE:

A handwritten signature in blue ink, appearing to read "William Morrison".

Director, William Morrison