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**ORANGE COUNTY SOCIAL SERVICES AGENCY  
CFS OPERATIONS MANUAL**

**Effective Date: June 4, 2008**

**Number: K-0119**

## **Placement Holds**

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**Purpose** To provide guidelines for staff in the utilization of placement holds on foster care facilities, including licensed Foster Family Homes, Foster Family Agency certified homes, and Group Homes. This policy will also provide guidelines for determining changes in placement hold status.

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**Approved** This policy was approved by Mike Ryan, Director of CFS, on June 4, 2008. *Signature on file.*

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**Background** This new policy incorporates information from and replaces Children and Family Services (CFS) Policy and Procedure (P&P) Foster Home Investigation (A-0102).

The Placement Coordination Program, Multi-Treatment Transitional Services (MTS) Program, Adoptions Program, and Specialized Family Services (SFS) Program serve as placement agencies for children who are dependents of the Juvenile Court of Orange County. The Foster Care Licensing (FCL) Program and Foster Care Investigations and Monitoring (FCIM) Program assume licensing functions and investigative responsibilities related to Foster Home/Group Home facilities. CFS placement and licensing programs are operated independently of one another.

Pursuant to [Welfare and Institutions Code 16507.5](#), the granting of a community care license does not entitle the caregiver to the placement of a specific child or children. Additionally, [Welfare and Institutions Code 16000.1](#) mandates CFS with a duty to care for and protect children placed into foster care. Consequently placement decisions are based on a child's safety, needs and best interests. CFS programs responsible for the placement of dependent children have the discretion to determine how to best

utilize a licensed placement resource, and these utilization decisions are not considered licensing actions.

Further, the Placement Coordination Program may initiate a placement hold and designate a licensed Foster Family Home (FFH) or Foster Family Agency (FFA) certified home, with a placement hold status. Additionally, the MTS Program may initiate a placement hold and designate a Group Home facility with a placement hold status, which is not considered a bed hold.

**Note:** The Adoptions Program may initiate a **Concurrent Planning Hold** on an FFH or FFA home with an Adoptive Home Study. For further information, refer to CFS P&P Adoption Matching Procedure (C-0701).

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- Legal Mandates**
- Memorandum of Understanding (MOU) E65018
  - Establishment of Expectations Between Orange County Social Services Agency Children and Family Services (unnumbered MOU, revised May 2003)
  - [Health and Safety Code Section 1536.1](#)
  - [Welfare and Institutions Code Section 16000.1](#)
  - [Welfare and Institutions Code Section 16501, 16501.1, and 16507.5](#)
  - [Community Care Licensing, Title 22, Division 6, General Licensing Requirements, Section 80028](#)
  - [Community Care Licensing, Title 22, Division 6, Foster Family Homes, Sections 89400 and 89410](#)
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**Definitions**

**Placement Hold Status**

A series of designations, which when applied to a specific Foster Home/Group Home facility, impose restrictions on placement of dependent children in that facility.

**Hold Status Notification**

A written, and/or email advisement to the licensee of a Foster Home/Group Home facility and/or CFS staff indicating a change in the placement hold status of that facility.

**Quality of Care Issue**

A complaint regarding a placement resource alleging a violation to a licensing regulation or law related to a personal rights violation, lack of supervision, corporal punishment, physical plant issue, and/or a food/clothing/shelter issue.

**Plan of Correction (Corrective Action Plan)**

A plan developed and documented in a *Facility Evaluation Report (LIC 809)* to address licensing concerns/deficiencies specific to a Foster Home/Group Home facility, specifying actions and timeframes to bring the facility into compliance with licensing regulations.

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**POLICY**

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<b>Placement Hold Status</b>	<p>The following are the placement hold status designations which <u>may</u> be utilized by the Placement Coordination Program and the MTS Program:</p> <ul style="list-style-type: none"><li>A. <b><u>Voluntary Hold Status</u></b> Indicates that <u>no dependent children will be placed</u> in that facility, while the hold status remains, at the <u>voluntary request</u> of the licensee.</li><li>B. <b><u>Hold Status</u></b> Indicates that <u>no dependent children will be placed</u> in that facility while the hold status remains.</li><li>C. <b><u>Placement with Program Manager Approval</u></b> Indicates that <u>approval is required</u> by the Program Manager <u>prior to placement</u> of any dependent children in the facility.</li><li>D. <b><u>Administrative Hold</u></b> Indicates that the facility will <u>no longer be considered for placement</u> of any Orange County dependent children, due to on-going, chronic, and/or significant programmatic issues and safety concerns.</li></ul> <p><b>Note:</b> Dependent children are not necessarily removed from a placement resource designated with a placement hold status. For further information related to child abuse investigations and safety decisions regarding imminent risk, including removal of a dependent child from a Foster Home/Group Home facility, refer to CFS P&amp;P Abuse Investigations—Foster Care (A-0101).</p>
<b>Circumstances Requiring a Placement Hold</b>	<p>A Foster Home/Group Home facility <u>may</u> be given a placement hold status designation by the Placement Coordination Program or the MTS Program under any of the following circumstances:</p>

- A request has been sent to the State to suspend or revoke the license of the facility
- The facility is under investigation because of an allegation of child abuse and/or neglect
- The facility is under investigation because of a licensing complaint (e.g., Quality of Care Issue)
- The facility is pending review and/or investigation due to the death of a child
- The facility has been identified as having an ongoing/chronic issue which may impact a child's placement stability, health, and/or safety
- The facility has been provided a Plan of Correction (Corrective Action Plan) requiring that a placement hold be established
- The facility has an uncorrected licensing deficiency or violation wherein the requirements of a Plan of Correction have not been made within 30 calendar days
- The licensee of the facility has requested voluntary hold status
- The Foster Home facility is a new residence, significantly remodeled residence, or relocation for the foster parents, pending modification of the existing license or issuance of a new license or certification by the licensing worker
- Additional placement of children in the facility would jeopardize an existing placement or adoptive placement

**Note:** Any licensed FFH that is associated with the Multi-Dimensional Treatment Foster Care (MTFC) Program is considered to be on **Hold Status** indefinitely.

**Impact of Placement Hold on Licensed Foster Parents**

A. **Hold Status Restrictions**

A licensed foster parent designated with a placement hold status, by CFS or by another county's Child Protective Services Agency, will have the following restrictions, in addition to not receiving any placements, while the hold remains in effect.

The foster parent will not be allowed to:

- Provide respite care for a dependent child
- Provide any foster parent training
- Receive placement of a child for the purpose of Adoption

Exceptions to these restrictions may be made on a case by case basis, by the Placement Coordination Program Manager and/or Foster and Adoptive Family Development Team Program Manager.

**Note:** These restrictions are not exclusive to a licensee designated with a placement hold status and may also apply under other circumstances, as determined by CFS Administration.

B. **Administrative Hold Restrictions**

In addition to the placement hold status restrictions detailed above, a licensed foster parent designated with an **Administrative Hold** will have the following additional restrictions applied indefinitely.

The foster parent will not be allowed to:

- Represent CFS in any training or recruitment events
- Participate in any CFS workgroups or panels
- Seek reimbursement from CFS for their involvement and/or attendance to any conferences

**Initiating a Placement Hold Status**

A. **FFH and FFA Certified Homes**

The Placement Coordination Program will be **immediately** notified by the following CFS staff, via the *Foster Home Status Advisement (Form F063-25-495)* or *FC Notification Form* (generated in Foster Youth Information database), of circumstances which may warrant a placement hold:

- FCL staff
- FCIM staff
- Adoptions staff
- Any Program Manager or Deputy Director

Upon receipt of the Advisement form, or a voluntary request from a licensee, the Placement Coordination Program Manager or their designee will designate an FFH/FFA home with a **Hold Status**, pending resolution of circumstances necessitating the **Hold Status** or a determination that another placement hold status is appropriate.

B. **Group Homes**

The MTS Program will be **immediately** notified by the following CFS staff, via the *FC Notification Form*, of circumstances which may warrant a placement hold:

- FCIM staff
- Any Program Manager or Deputy Director

Identified concerns regarding a Group Home will be addressed at the next scheduled **Quarterly Group Home Utilization Review Meeting**. Additionally, a **Group Home Administrative Review** may be facilitated if there are significant concerns requiring immediate attention, which may include but escalation in the frequency or severity of special incident reports, alleged licensing deficiencies, Quality of Care issues, and child abuse referrals.

The goal of the **Group Home Administrative Review** is to discuss the issues which have arisen within a Group Home facility that impact the safety and care of dependent children placed in the facility, and make a determination regarding the placement hold status and future utilization of the Group Home by CFS. A placement hold status designation given to a Group Home facility following the administrative review will remain in effect pending review of the facility at a subsequent **Quarterly Group Home Utilization Review Meeting**.

Participants in the **Group Home Administrative Review** will include, as applicable:

- Deputy Directors overseeing Continuing Family Services and Specialized Services and Program Support
- MTS Program Manager
- FCIM Program Manager
- FCIM assigned worker
- MTS placement worker

**Hold Status  
Notification to  
CFS Staff**

It is the responsibility of any social worker facilitating placement of a child in out-of-home care to ascertain the placement hold status of a Foster Home/Group Home facility prior to placement. The following notification will be provided to CFS staff regarding the placement hold status of a Foster Home/Group Home facility:

A. **Email Notification to Placement Staff**

The Placement Coordination Program will provide email notification to CFS programs responsible for the placement of dependent children in FFH/FFA homes utilizing the *Advisements* distribution list, **immediately** or within one business day of a facility designated with a placement hold status or subsequent changes to the placement hold status.

The MTS Program will provide email notification to CFS staff responsible for placement of dependent children in Group

Home facilities, **immediately** or within one business day of a facility designated with a placement hold status or subsequent changes to the placement hold status.

B. **Email Notification to Assigned Social Workers**

The assigned social worker, SSSS, and Program Manager of a dependent child placed in a Foster Home/Group Home facility will be provided email notification **immediately** or within one business day of the facility being designated with a placement hold status or subsequent changes to the placement hold status.

C. **FFH Vacancy Report**

The FFH Vacancy Report will be updated on a **weekly basis** by the CFS Systems Group, and distributed to the Placement Coordination Program, MTS Program, Adoptions Program, SFS Program, Foster Care Licensing Program, and staff responsible for the placement of dependent children.

This report identifies all FFHs (including Concurrent Planning homes) that are currently designated with a **Hold** in CWS/CMS. FFA certified homes and Group Homes designated with a **Hold** are not included in this report.

D. **Placement Coordination Hold Status Log**

The Placement Coordination Program will maintain an up-to-date Placement Coordination Hold Status Log to indicate which FFH/FFA homes are on hold, as well as other placement restrictions specific to the facility.

**Hold Status Notification to Respite Care Coordinator**

The Placement Coordination Program will provide fax or verbal notification to the Respite Care Coordinator, **immediately** or with one business day of any FFH being designated with a placement hold status or subsequent changes to the placement hold status.

**Hold Status Notification to FFH/FFA**

A. **Placement Coordination Program**

Provides a notification letter to the licensee of an FFH/FFA home within five business days of the following:

- Designation of a **Hold Status** or **Placement with Program Manager Approval**
- Subsequent changes/update in placement hold status
- Removal of a placement hold status

The Placement Coordination Program will utilize one of the following notification letters, as appropriate:

- *FFH/FFA Placement Hold Status Notification Letter (Form F063-25-536)*
- *FFH/FFA Placement Hold Status Outcome Letter (Form F063-25-537)*

B. **Deputy Director (Family Assessment and Shelter Services)**

Provides a notification letter to the licensee of an FFH/FFA home within five business days of the designation of an **Administrative Hold**.

C. **Notification Exceptions**

A notification letter is not required following the designation of a **Voluntary Hold Status** to an FFH/FFA home.

When a placement hold status is the result of an alleged licensing complaint and/or child abuse referral, a notification letter will be provided within five business days of the Placement Coordination Program receiving confirmation of an initial in-person response by the investigating worker.

D. **Maintenance of Records**

A copy of all placement hold status notification letters, provided to the licensee of an FFH/FFA home, will be maintained by the Placement Coordination Program and forwarded to the assigned FCL worker and/or FCIM SSSS (assigned to monitor an FFA), as applicable.

**Hold Status Notification to Group Home**

A. **MTS Program**

Provides a notification letter to the licensee of a Group Home facility within five business days of the following:

- Designation of a placement hold status
- Subsequent changes in placement hold status
- Removal of a placement hold status

The MTS Program will utilize one of the following notification letters, as appropriate:

- *Group Home Placement Hold Status Notification Letter (Form F063-25-538)*
- *Group Home Placement Hold Status Update Letter (Form F063-25-539)*



B. **Maintenance of Records**

A copy of all placement hold status notification letters will be maintained by the MTS Program and forwarded to the FCIM SSSS assigned to monitor the Group Home, the SSA Director and Chief Deputy Director, the CFS Director and Deputy Directors, and the Quality Assurance Program Manager.

**Review of  
Placement Hold  
Status  
(FFH/FFA)**

An FFH/FFA home designated with a placement hold status may be presented for review at a **Staffing, Utilization Review Meeting**, and/or **Placement Hold Administrative Review**:

- At the request of any CFS staff
- When there are unresolved concerns regarding the circumstances resulting in a placement hold status
- When there is a lack of consensus among staff regarding changes to the placement hold status of the FFH/FFA home

**Note:** A Staffing, Utilization Review Meeting, or Placement Hold Administrative Review is not required to remove/update the placement hold status of an FFH/FFA home.

A. **Staffing**

A **Staffing** may be convened at any time regarding an FFH/FFA home to address issues affecting particular children currently placed with the out-of-home care provider. The Program Manager (or designee) of the program requesting the **Staffing** will coordinate the meeting. The placement hold status of a foster home facility may be reviewed, but no changes to the placement hold status will result directly from a **Staffing**.

If the outcome of a **Staffing** requires the attention of other CFS programs, including but not limited to the Placement Coordination Program, Foster Care Licensing Program, and/or Court-related programs, the case will be presented at a **Utilization Review Meeting**.

Participants in a **Staffing** may vary and include, but not be limited to:

- Assigned social worker of children placed in the home (and their SSSS/Program Manager, as appropriate)
- Placement Coordination Program representative
- Adoptions Program representative
- FCL worker assigned to FFH

B. **Utilization Review Meeting**

**Utilization Review Meetings** are held on a regular and ongoing basis (at least monthly) by the Placement Coordination Program. Any CFS staff may request that an FFH/FFA home be reviewed in an upcoming **Utilization Review Meeting**.

The **Utilization Review Meeting** focuses on current and prior safety concerns and licensing deficiencies related to an FFH/FFA home as well as the current placement hold status. The goal of the **Utilization Review Meeting** is to determine the best options for future utilization of a foster home and to share relevant information among staff of various CFS programs. The Placement Coordination Program will make decisions regarding the placement hold status of an FFH/FFA home based upon information presented in the meeting.

Following initial presentation of an FFH/FFA home at a **Utilization Review Meeting**, the case will remain on the agenda for subsequent meetings until issues regarding the future utilization of the facility have been resolved.

If there are significant concerns and/or a lack of consensus among staff regarding the placement hold status and future utilization of an FFH/FFA home following a **Utilization Review Meeting**, the case may be referred for a **Placement Hold Administrative Review**.

Participants in a **Utilization Review Meeting** will regularly include, but not be limited to:

- Placement Coordination Program Manager and staff
- FCL Program Manager and staff
- FCIM assigned workers
- Foster Care Liaison
- Special Medical Placement Coordinator
- Adoptions Matching Coordinator
- Assigned social worker (and/or their SSSS) of the children placed in the foster home being discussed

C. **Placement Hold Administrative Review**

The review of any FFH/FFA home in a **Placement Hold Administrative Review** may be requested at any time by the Placement Coordination Program Manager, Quality Assurance Program Manager, Foster Care Liaison, or any

CFS Deputy Director. The review will be held within 45 business days of the request.

The goal of the **Placement Hold Administrative Review** is to make a final decision regarding the best options for future utilization and the placement hold status of an FFH/FFA home, when there are significant safety concerns following the completion of a licensing/child abuse investigation and/or case presentation at a **Utilization Review Meeting**.

Participants in a **Placement Hold Administrative Review** will include, as applicable:

- Deputy Directors overseeing Family Assessment and Shelter Services, Specialized Services and Program Support and Continuing Family Services
- Placement Coordination Program Manager
- MTS Program Manager
- Adoptions Program Manager
- SFS Program Manager
- FCL Program Manager
- FCIM assigned workers
- Foster Care Liaison

**Review of Placement Hold Status (Group Homes)**

A Group Home facility will be presented for discussion at a **Quarterly Group Home Utilization Review Meeting** if at least one of the following apply to the facility:

- Scheduled for an annual review in the upcoming quarter
- Designated with a placement hold status
- Demonstrating an increase in quality of care concerns which may require modification to placement hold status

If reassessing the placement hold status of a Group Home, focus will be on current and prior safety concerns/licensing deficiencies and future utilization of the facility by CFS. Any facility which remains designated with a placement hold status (other than **Administrative Hold**) following the meeting will continue to be presented for discussion and review at subsequent **Group Home Quarterly Utilization Review Meetings**.

Participants in a **Quarterly Group Home Utilization Review Meeting** may include, as applicable:

- Deputy Directors overseeing Family Assessment and Shelter Services, Specialized Services and Program Support, and

- Continuing Family Services
- MTS Program Manager
- FCIM Program Manager
- FCIM SSSS and workers assigned to monitor facilities being discussed
- MTS Placement worker

**Remove/Update  
a Placement  
Hold Status**

- A. **Re-Assessment of Hold Status Designation**  
 The placement hold status designation of a Foster Home/Group Home facility will remain in effect indefinitely pending review of the of circumstances necessitating the placement hold status. Further, re-assessment of a Group Home facility’s placement hold status will only take place during a **Quarterly Group Home Utilization Review Meeting**.

For information related to the timeframe for completion of licensing and child abuse investigations, refer to CFS P&P Foster Home Licensing (K-0604) and CFS P&P Abuse Investigations—Foster Care (A-0101), respectively.

Upon resolution of circumstances resulting in the placement hold status of a Foster Home/Group Home facility, the placement resource will be re-assessed for continued safety and appropriateness, and the facility’s ability to meet the needs and best interests of children requiring out-of-home care.

**Note:** The Placement Coordination Program will consult with Adoptions staff prior to the removal/update of the placement hold status and an FFH/FFA home, when placement restrictions initially resulted from concerns communicated by the Adoptions Program.

- B. **Removing Placement Hold Status Designation**  
 Following re-assessment and a determination that a placement hold status is no longer necessary and future utilization of a Foster Home/Group Home Facility would not pose a risk to the health, safety, and/or emotional well-being of children placed in the facility:
- The placement hold status of an FFH/FFA home will be removed by the Placement Coordination Program Manager or their designee
  - The placement hold status of a Group Home facility will be removed by the MTS Program

- C. **Update/Continuation of Placement Hold Status**  
Following re-assessment and a determination that concerns remain regarding a facility's safety and appropriateness, the Placement Coordination Program, MTS Program, or CFS Administration will make a decision to either:

- Maintain the current placement hold status
- OR**
- Update/revise the placement hold status to address utilization concerns regarding the facility

This decision is made in an effort to prevent the safety, needs and best interests of any child potentially placed in the facility from being jeopardized and to ensure that the placement resource remain in compliance with CFS guidelines.

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## REFERENCES

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### Hyperlinks

Users accessing this document by computer may create a direct connection to the following references by clicking on them.

- CFS P&P [Abuse Investigations—Foster Care \(A-0101\)](#)
  - CFS P&P [Adoption Matching Procedure \(C-0701\)](#)
  - CFS P&P [Foster Home Licensing \(K-0604\)](#)
  - CWS/CMS Instructions—[CWS/CMS Data Entry Standards – Placement Holds](#)
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### Other Sources

Other printed references include the following:

None.

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## REQUIRED FORMS

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### Online Forms

Required forms listed below may be printed out and completed, or completed online, and may be accessed by clicking on the link provided.

Form Name	Form Number
<a href="#">Foster Home Status Advisement</a>	F063-25-495
<a href="#">FFH/FFA Placement Hold Status Notification Letter</a>	F063-25-536

<a href="#">FFH/FFA Placement Hold Status Outcome Letter</a>	F063-25-537
<a href="#">Group Home Placement Hold Status Notification Letter</a>	F063-25-538
<a href="#">Group Home Placement Hold Status Update Letter</a>	F063-25-539
<a href="#">Facility Evaluation Report</a>	LIC 809

**Hard Copy Forms**

Forms listed below must be completed in hard copy (including multi-copy NCR forms). **For reference purposes only**, links are provided to view these hard copy forms, where available.

Form Name	Form Number
None.	

**CWS/CMS Forms**

The following required forms may **only** be obtained in CWS/CMS. **For reference purposes only**, links are provided to view these CWS/CMS forms, where available.

Form Name	Form Number
None.	

**Brochures**

Brochures to distribute in conjunction with this procedure include:

Brochure Name	Brochure Number
None.	

**PROCEDURE**

<b>Required Actions— Initiating a Placement Hold Status (FFH and FFA)</b>	The following actions must be completed when the Placement Coordination Program designates a Foster Family Home (FFH) or Foster Family Agency (FFA) certified home with a placement hold status.	
<b>Staff Responsible</b>	<b>Step</b>	<b>Required Action</b>
FCL/FCIM or Adoptions Staff	1.	Complete <i>Foster Home Status Advisement, Form F063-25-495</i> , or <i>FC Notification Form</i> (generated in Foster Youth Information database), as applicable, and email to Placement Coordination Program when circumstances exist which may warrant a placement hold:

**Placement PM  
or Designee**

- a. Indicate whether notification letter should be sent immediately or withheld.
  - b. Identify assigned social worker of any child placed in facility.
2. Email Placement Coordination Program following initial client contact regarding licensing/child abuse investigation, and indicate consent to send notification letter to FFH/FFA.
  3. Upon receipt of *Foster Home Status Advisement Form*, *FC Notification Form* or a voluntary request for a placement hold, apply one of following placement hold status designations to FFH/FFA home, as appropriate:
    - Voluntary Hold Status
    - Hold Status
    - Placement with Program Manager Approval
    - Administrative Hold
  4. Immediately update following:
    - a. Placement Coordination Hold Status Log located on s30-apps server and accessible via Desktop.
    - b. Resource Management Folder in CWS/CMS as **applicable**, using instructions provided in [CWS/CMS Data Entry Standards – Placement Holds](#), to reflect any changes in placement hold status.
      - Use chart to determine when a placement hold status is entered into CWS/CMS

Placement Hold Status	CWS/CMS Entry	
	FFH	FFA
Voluntary Hold Status	Yes	Yes
Hold Status	Yes	Yes
Placement with PM Approval	No	No
Administrative Hold	No	No

5. Send email notification to applicable staff within one business day, utilizing *Advisements* distribution list, as

well as to assigned social worker, SSSS, and Program Manager of any child placed in the facility. Include following information:

- a. In subject line enter licensee/facility name, city of residence, and identify placement hold status.
- b. Provide a brief explanation of reason for placement hold status.

6. Notify Respite Care Coordinator within one business day, by phone or confidential fax, of any placement hold status designation applied to an FFH licensee (unless exception made by Placement Coordination Program Manager). Provide following information:

- a. Name of licensee.
- b. Effective date of placement hold status.
- c. Reason for placement hold status.

7. Prepare *FFH/FFA Placement Hold Status Notification Letter, Form F063-25-536*, following designation of Hold Status or Placement with Program Manager Approval and complete following:

- a. Mail letter to licensee of FFH/FFA within five business days, unless notification exception applies. For further information, refer to above section entitled "Hold Status Notification to FFH/FFA."
- b. Forward copy of any notification letter to Foster Care Licensing worker (assigned to FFH) or FCIM SSSS (assigned to monitor FFA).
- c. Forward copy of any notification letter to Placement Coordination Program Unit Clerk.

**Deputy Director,  
Family  
Assessment and  
Shelter  
Services, or  
Designee**

8. Prepare a notification letter following designation of Administrative Hold and complete following:

- a. Mail letter to licensee of FFH/FFA within five business days.



- b. Forward copy of letter to Placement Coordination Program.
- FCL Worker or FCIM SSSS** 9. Upon receipt of copy of *FFH/FFA Placement Hold Status Notification Letter*, file as indicated:
- a. **FFH**—File letter on Confidential Information Account under Placement Information tab.
- b. **FFA**—File letter on FCIM “Green” File associated with FFA in Complaints/Concerns tab.
- Placement Unit Clerk** 10. File a copy of all *FFH/FFA Placement Hold Status Notification Letters* issued by Placement Coordination Program.

**Required Actions—Removal/Update of Placement Hold Status (FFH and FFA)** The following actions must be completed when the Placement Coordination Program removes or updates the placement hold status designation of a Foster Family Home (FFH) or Foster Family Agency (FFA) certified home.

<b>Staff Responsible</b>	<b>Step</b>	<b>Required Action</b>
<b>FCL/FCIM or Adoptions Staff</b>	1.	<p>Complete <i>Foster Home Status Advisement, Form F063-25-495</i>, or <b>Disposition Advisement</b> on <i>FC Notification Form</i> (generated in Foster Youth Information database) and email to Placement Coordination Program. Include as applicable:</p> <p>a. Findings relevant to licensing/child abuse investigation.</p> <ul style="list-style-type: none"> <li>If FCL/FCIM joint investigation, indicate hold to remain in effect pending confirmation that both investigations completed</li> </ul> <p>b. Plan of Correction and projected date of completion.</p> <p>c. Safety Plan.</p>

**Placement PM  
or Designee**

2. Obtain following as needed:
  - Hold Advisement Follow-Up
  - Findings of licensing/child abuse investigation(s)
  - Information regarding appropriateness and compliance with a Plan of Correction (Licensing)
  - Request from licensee to remove Voluntary Hold Status
3. Review all available information regarding circumstances which necessitated initial placement hold status designation of FFH/FFA Home and consider:
  - a. Safety and appropriateness of FFH/FFA Home.
  - b. Facility's ability to meet needs and best interests of children requiring out-of-home care.
  - c. Compliance with CFS guidelines and Licensing regulations.

**Relevant CFS  
staff**

4. If appropriate, complete FFH/FFA case presentation at **Utilization Review Meeting** and/or **Placement Hold Administrative Review** to obtain utilization decision. For further information, refer to policy section entitled "Review of Placement Hold Status (FFH/FFA)."

**Placement PM  
or Designee**

5. Based upon re-assessment and consistent with utilization decision resulting from **Utilization Review Meeting** and/or **Placement Hold Administrative Review** (as applicable), complete one of following:
  - a. Remove placement hold status.
  - b. Maintain current placement hold status.
  - c. Update/revise placement hold status.
    - Note any additional placement restrictions (e.g., age or gender specific)
6. Immediately update the following:

- a. Placement Coordination Hold Status Log located on s30-apps server and accessible via Desktop.
- b. Resource Management Folder in CWS/CMS, as applicable, using instructions provided in [CWS/CMS Data Entry Standards – Placement Holds](#), to reflect removal/update of placement hold status.
  - Use chart below to determine when a placement hold status is removed/updated in CWS/CMS

Placement Hold Status	CWS/CMS Entry	
	FFH	FFA
Hold Status Removed	Yes	Yes
Hold Status	Yes	Yes
Placement with PM Approval	No	No
Administrative Hold	No	No

7. Send email notification to staff within one business day, utilizing *Advisements* distribution list, as well as to assigned social worker, SSSS, and Program Manager of any child placed in the facility. Include following information:
  - In subject line, enter licensee/facility name, city of residence, and identify removal or update to placement hold status
8. Notify Respite Care Coordinator within one business day, by phone or confidential fax, upon removal of placement hold status designation applied to an FFH licensee. Provide the following information:
  - Name of licensee
  - Effective date of removal of placement hold status
9. Prepare *FFH/FFA Placement Hold Status Outcome Letter (Form F063-25-537)* following removal/update of placement hold status (unless Administrative Hold) and complete the following:

- a. Mail letter to licensee of FFH/FFA within five business days.
  - b. Forward copy of any outcome notification letter to Foster Care Licensing worker (assigned to FFH) or FCIM SSSS (assigned to monitor FFA).
  - c. Forward copy of any outcome notification letter to Placement Coordination Program Unit Clerk.
- Deputy Director, Family Assessment and Shelter Services, or Designee**      **10.** Prepare an outcome notification letter if updating placement hold status to an Administrative Hold and complete following:
- a. Mail letter to licensee of FFH/FFA within five business days.
  - b. Forward copy of letter to Placement Coordination Program.
- FCL Worker or FCIM SSSS**      **11.** Upon receipt of copy of *FFH/FFA Placement Hold Status Outcome Letter*, file as indicated:
- a. **FFH**—File letter on Confidential Information Account under Placement Information tab.
  - b. **FFA**—File letter on FCIM “Green” File associated with FFA in Complaints/Concerns tab.
- Placement Unit Clerk**      **12.** File a copy of all *FFH/FFA Placement Hold Status Outcome Letters* issued by Placement Coordination Program.

**Required Actions—  
Initial Placement  
Hold Status (Group  
Home)**

The following actions must be completed when the Multi-Treatment Transitional Services (MTS) Program designates a Group Home facility with a placement hold status:

<u>Staff Responsible</u>	<u>Step</u>	<u>Required Action</u>
FCIM Staff	1.	Complete <i>FC Notification Form</i> (generated in Foster Youth Information database), and email to MTS Program Manager or designee when circumstances exist which may warrant a placement hold.

**MTS PM and  
Relevant CFS  
Staff**

2. One of following will be completed when significant concerns regarding a Group Home facility have been identified, which may warrant a placement hold:
  - a. Address Group Home concerns at next scheduled **Quarterly Group Home Utilization Review Meeting**.
  - b. A **Group Home Administrative Review** will be facilitated to address placement hold status and future utilization of the facility, upon request of any of following staff:
    - Any Deputy Director
    - MTS Program Manager
    - FCIM Program Manager

**MTS PM or  
Designee**

3. Following review of Group Home facility and a decision regarding need for a placement hold status designation, apply one of following to the Group Home, as appropriate:
  - Hold Status
  - Placement with Program Manager Approval
  - Administrative Hold

**Note:** Do not update the Resource Management Folder in CWS/CMS regarding the placement hold status of any Group Home facility.
4. Send email notification to all group home placement staff, within one business day, as well as to assigned social worker, SSSS, and Program Manager of any child placed in the facility, and include following information:
  - a. In the subject line, enter licensee/facility name, city of residence, and identify placement hold status.
  - b. Provide a brief explanation of reason for placement hold status.

5. Prepare *Group Home Placement Hold Status Notification Letter (form F063-25-538)* and complete following:
    - a. Mail letter to licensee of Group Home facility within five business days.
    - b. Forward copy of letter to FCIM SSSS (assigned to monitor group home facilities).
    - c. Forward copy of letter to MTS Unit Clerk.
- FCIM SSSS**
6. Upon receipt of copy of *Group Home Placement Hold Status Notification Letter*, file as indicated:
    - **Group Home**—File letter on FCIM “Green” File associated with Group Home facility in Complaints/Concerns tab
- MTS Unit Clerk**
7. File a copy of all *Group Home Placement Hold Status Notification Letters* issued by MTS Program.

**Required Actions—  
Removal/Update of  
Placement Hold  
Status (Group  
Home)**

The following actions must be completed when the Multi-Treatment Transitional Services (MTS) Program removes or updates the placement hold status designation of a Group Home facility:

<u>Staff Responsible</u>	<u>Step</u>	<u>Required Action</u>
FCIM Staff	1.	Complete <b>Advisement Disposition</b> on <i>FC Notification Form</i> (generated in Foster Youth Information database), and email to MTS Program Manager or designee. Include the following information: <ul style="list-style-type: none"> <li>• Findings relevant to licensing/child abuse investigation</li> <li>• Plan of Correction and projected date of completion</li> <li>• Safety Plan</li> </ul>
MTS PM or Designee	2.	Obtain the following, as applicable: <ul style="list-style-type: none"> <li>• <b>Hold Advisement Follow-Up</b></li> <li>• Findings of licensing/child abuse investigation(s)</li> </ul>

**MTS PM and  
Relevant CFS  
Staff**

- Information regarding appropriateness and compliance with a Plan of Correction (Licensing)

3. In **Quarterly Group Home Utilization Review Meeting**, review all available information regarding circumstances which necessitated initial placement hold status designation of Group Home facility and consider:
- a. Safety and appropriateness of Group Home.
  - b. Facility's ability to meet needs and best interests of children requiring out-of-home care.
  - c. Compliance with CFS guidelines and Licensing regulations.

**Note:** For further information regarding **Quarterly Group Home Utilization Review Meeting**, refer to policy section entitled "Review of Placement Hold Status (Group Homes)."

**MTS PM or  
Designee**

4. Based upon re-assessment and consistent with utilization decision resulting from **Quarterly Group Home Utilization Review Meeting**, complete one of the following, as appropriate:
- a. Remove placement hold status.
  - b. Maintain current placement hold status.
  - c. Update/revise placement hold status.

**Note:** Do not update the Resource Management Folder in CWS/CMS regarding the placement hold status of any Group Home facility.

5. Send email notification to all group home placement staff within one business day, as well as to assigned social worker, SSSS, and Program Manager of any child placed in the facility. Include the following information:
- In subject line, enter licensee/facility name, city of residence, and identify removal or update to placement hold status

6. Prepare *Group Home Placement Hold Status Update Letter (Form F063-25-539)* and complete following:
- a. Mail letter to licensee of Group Home facility within five business days.
  - b. Forward copy of letter to FCIM SSSS (assigned to monitor group home facilities).
  - c. Forward copy of letter to MTS Unit Clerk.
- FCIM SSSS** 7. Upon receipt of copy of *Group Home Placement Hold Status Update Letter*, file as indicated:
- **Group Home**—File letter on FCIM “Green” File associated with Group Home facility in Complaints/Concerns tab
- MTS Unit Clerk** 8. File a copy of all *Group Home Placement Hold Status Update Letters* issued by MTS Program.

<b>Required Actions— Verify Placement Hold Status</b>	The following actions must be completed by any placing social worker in order to verify the placement hold status of a Foster Home/Group Home facility, prior to placement of a dependent child in that facility.	
<b>Staff Responsible</b>	<b>Step</b>	<b>Required Action</b>
<b>Placing Social Worker</b>	1.	<p>Review the following, as appropriate, to verify the placement hold status of a Foster Home/Group Home Facility:</p> <ul style="list-style-type: none"> <li>• FFH Vacancy Report</li> <li>• <u>Placement Coordination Hold Status Log</u> located on <i>s30-apps</i> server and accessible via Desktop</li> <li>• Email notifications regarding the placement hold status of Group Home facilities</li> </ul>