

Therapeutic Foster Care Process for Approving Out-of-Service Area Placements

This protocol is intended to establish a systematic process for reviewing and approving potential TFC resource families outside the TFC service region, ensuring collaboration between service areas and proper oversight before recruitment efforts begin.

Step 1: Initial Assessment

- The local recruitment manager identifies a potential TFC resource family outside the region and gathers preliminary information, including location, current license status, family composition, and if known, their interest in TFC resource parenting.
- A brief review is conducted to assess whether the family meets initial eligibility criteria based on state policies and requirements.
- They are not immediately invited to become a TFC resource parent.

Step 2: Notification to Receiving Service Area

- The recruitment manager submits a formal request to the **Service Area Manager or designee** of the receiving service area, outlining key details:
 - Family location and contact information
 - Initial eligibility assessment
 - Reasons for considering an out-of-region placement

Step 3: Service Area Review and Approval

- The **Service Area Manager or designee** evaluates the request, ensuring:
 - The family becoming TFC will not impinge upon the service area needs.
 - Resources (such as training, licensing, and ongoing support) are available
 - There are no conflicts or concerns with the placement
- If approved, the Service Area Manager or designee communicates formal approval to the recruitment manager and notifies the HHS RRTS contract manager.
- If concerns arise, a discussion is held between service areas to determine alternative solutions.

Step 4: Recruitment and Engagement

- Upon approval, the recruitment manager proceeds with outreach efforts to engage the potential TFC resource family.
- Standard recruitment steps apply, including orientation, licensing procedures, and home studies to ensure compliance with foster care policies.

Policy for Cross-Region TFC Placement

This protocol is intended to establish guidelines for placing children in TFC Resource homes outside their designated service region while ensuring proper authorization, coordination, and ongoing support.

Step 1: Initial Placement Consideration

- Placement in another service region should be considered only when:
 - A suitable placement is unavailable within the child's home region.

- The out-of-region resource home presents a uniquely appropriate environment based on the child's specific needs.
- The placement aligns with permanency planning goals and best interests of the child.

Step 2: Service Area Coordination & Approval

- The child's **home service area** submits a request to the **receiving service area's Service Area Manager or designee**, including:
 - Reason for requesting an out-of-region placement.
 - Information on the proposed resource home, including its capacity, experience, and licensing status.
 - Any relevant assessments on the suitability of the placement for the child.
- The **receiving service area** reviews the request and ensures:
 - The resource home is licensed and in good standing within the receiving service area.
 - The placement of the child is not going to create undue obligation or burden to the receiving region.
 - Support services (case management, therapy, educational access) can be provided.
 - Necessary coordination measures are in place between both service areas.
- Once reviewed, the **receiving service area Service Area Manager or designee** formally approves or declines the placement request. If declined, the home service area may explore alternative solutions.

Step 3: Placement Process & Transition Planning

- Once approval is granted:
 - The child's case manager from the home service area collaborates with the receiving service area to coordinate logistics, including travel, school enrollment, and healthcare access.
 - The resource family receives all necessary documentation, background information, and training relevant to the child's needs.
 - A transition plan is developed to ensure a smooth adjustment period for the child.

Step 4: Ongoing Case Management & Oversight

- The child's home service area retains **primary case management** responsibilities, including:
 - Routine communication with the resource family.
 - Monitoring the child's adjustment and well-being.
 - Providing support services as needed.
 - Facilitating local resources and services.
 - Conducting home visits and assessments if necessary.
 - Coordinating with the home service area on any concerns or issues.

Step 5: Placement Review & Permanency Planning

- Regular reviews are conducted to assess the effectiveness of the placement.
- If concerns arise, both service areas collaborate to explore alternatives, including placement adjustments or reunification planning.
- If the placement continues successfully, steps toward long-term stability or permanency are prioritized.