

# Therapeutic Foster Care (TFC) Referral Priority Procedure

This process is to identify youth who may benefit from TFC.

- ✓ CCM
- 💬 SWCM
- ★ Supervisor
- ⚙️ RRTS

## ✓ CCM

Evaluate QRTP, shelter and PMIC data to identify youth who may benefit from TFC.

The CCM may recommend a referral based on data. MCM call may be used to explore service options

## 💬 SWCM

Evaluate the needs of youth on caseload and seek the lowest level of care to meet needs.

Foster care data is used to identify youth who may need TFC level of care.

## 💬 SWCM | ★ Supervisor

Staff the case with supervisor. May include CCM. An assessment may be used to identify service options.

### [470-0015, Complex Youth Care Assessment Referral](#)

The Department has responsibility for the placement and care of a youth under the age of 18 when a juvenile court has ordered the Department to provide supervision of the youth and the youth's placement. Follow procedures for out of home placement [18-C\(2\).pdf](#) and [18-D\(1\), Foster Family Home](#)

## 💬 SWCM

Review TFC eligibility criteria.

### [18-Appendix, Family Services Appendix](#)

## 💬 SWCM

If supervisor supports TFC as an option for a youth, complete pre-placement screening for TFC.

### [470-5764, Preplacement Screening for Therapeutic Foster Care \(TFC\)](#)

## 💬 SWCM

Review roles and responsibilities.

### [Comm. 685, Social Work Case Manager Roles and Responsibilities](#)

There are responsibility flyers for each team member. [Forms - HHS Documents](#)

## ✓ CCM | 💬 SWCM

Send completed referral packet to CCM for consideration:

### [470-5508 Family Foster Care Referral](#)

### [470-3453 A. Family Case Plan Face Sheet, B. Family Case Plan, C. Child Placement Plan](#)

### [470-5764, Preplacement Screening for Therapeutic Foster Care \(TFC\)](#)

Additional information may be requested by CCM. CCM may recommend alternative placement options if the youth is not eligible for TFC or if a more fitting service is available.





CCM

The Service Area Manager (SAM) or Social Work Administrator (SWA) approval must be given in writing prior to a referral to Recruitment Retention Training and Support (RRTS) for a request for a TFC placement.

Send referral packet to service area manager or designee for TFC approval.

The SAM then sends the signed form to the SWCM for the case file and copies the CCM.



SWCM

Engage parent or identified family to get their support for placement and commitment to participate in services. Complete form:

[470-0013 Therapeutic Foster Care Resource Parent Agreement](#)



CCM |  SWCM

CCM sends the approved referral packet from a step above, including a signed pre-placement screening tool to

[foster-adopt@fouroaks.org](mailto:foster-adopt@fouroaks.org)

**Signed document from the previous step**



SWCM

Targeted Case Management is notified to begin service coordination.

Youth with individual behavioral issues and physical and mental health challenges have been linked to greater placement instability. Specialized behavioral health supports and services should be available to youth and their caregivers throughout the placement process. The TFC case manager will assist with identifying service providers.

[Comm 686 Therapeutic Case Manager Roles and Responsibilities](#)



SWCM |  RRTS

RRTS works with the SWCM to match and place the youth. If youth is placed, complete form:

[470-0716, Foster Family Placement Contract](#)



CCM

CCM tracks progress and reports to leadership.



CCM

CCM attends all 45-day meetings to answer any questions regarding complex cases.

See [Comm. 013](#) for next steps in the TFC process.

Foster care serves as a temporary protective placement for a youth who cannot remain safely at home. TFC provides enhanced services and supports for youth who have specific needs.