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PROTECTION AND PERMANENCY MEMORANDUM 24-02

TO: Service Region Administrators
Service Region Administrator Associates
Service Region Clinical Associates
Regional Program Specialists
Family Services Office Supervisors

FROM: Kelli Root, Assistant Director
Division of Protection and Permanency

DATE: February 14, 2024

SUBJECT: Nontraditional placement settings: utilization and documentation

The purpose of this memorandum is to provide guidance and information to staff surrounding the use and documentation of nontraditional placement (NTP) settings for youth in out-of-home care (OOHC).

In 2022, the Department for Community Based Services (DCBS) began experiencing youth in OOHC with no identified placement, staying overnight in locations that are not traditional, regulated placements. Some examples of these settings were DCBS offices and hospital emergency rooms. In January 2023, such NTPs were added to the TWIST OOHC screens so each placement in OOHC can be accurately documented.

2023 data was reviewed regarding the use of NTP and documentation in TWIST. The data in TWIST was compared to the manual tracking maintained throughout 2023. The comparison identified a need for definitions and guidelines around the use and documentation of NTP. The [Non-Traditional Placement Tip Sheet](#) includes definitions, frequently asked questions, and documentation guidance to assist with non-traditional placements.

If you have questions regarding this memorandum, please contact:
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