Statement of Consideration (SOC)

PPTL 21-13 SOP 4.51 Documentation Required Upon Entering Out of Home Care. The following comments were received in response to SOP drafts sent for field review. Thanks to those who reviewed and commented. Comments about typographical and grammatical errors are excluded; these errors have been corrected as appropriate

**SOP 4.51** **Documentation Required Upon Entering Out of Home Care**

1. **Comment:** A timeline should be added (ie: within 10 days or prior to the 10 day OOHC Conference).

**Response:** Information will be added to include, Within thirty (30) calendar days of child entering out-of-home care (OOHC) the SSW:

1. **Comment:**  Immunization records should be added to the list as this is required to enroll children in school, etc.

**Response:** Request for copy of child(ren)’s immunization records, has been added.

1. **Comment**: Birth records and child support records should be added to the list as well.

**Response:** Request for birth record is on the list; **#** 4. Request a copy of the child(ren)’s birth record.

Child support records is not on the list, as not all cases have child support.

1. **Comment:** Will we be required to get a new social security card for a child even if the parent/guardian gives us the card that they have?  Just curious since getting a new social security card is much more involved than getting a birth certificate.

**Response:**A copy is sufficient.

1. **Comment:** I just wanted to suggest that they set it up in TWIST so that the ADT can’t be submitted without first entering dates that this information was requested, and completing a section on where the records were requested from (and including those documents in the packet they submit to their supervisors), before it will let them enter the ADT. They’re already supposed to get this documentation when they have to place kids into OOHC, but they don't. It’s been that way for years. Adding this to SOP isn’t going to change that. Changing TWIST so they can’t enter their ADT without it, will cause change.

**Response:** This suggestion will be considered in future TWIST changes.