Statement of Consideration (SOC)

PPTL 21-15 SOP 4.10, SOP 4.11, SOP 4.11.1, SOP 4.11.2, SOP 4.11.4, and SOP 4.47. 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

**General**

1. **Comment:** For children under the age of four with expired levels is a new letter required.

**Response:** A new letter with the most current information is needed.

Language has been added to SOP 4.11.1 to include:

The SSW:

1. Completes the LOC packet for a child who is:
	1. Four (4) years of age or above;
	2. **Under age four (4) with an expired LOC;** or
	3. Any child who is designated medically complex regardless of age.

**SOP 4.10 Placement in a DCBS Foster or Adoptive Home**

NO comments

**SOP 4.11 Private Child Placing (PCP) or Child Caring (PCC) Agency**

1. **Comment:** It may be helpful to reference the QRTP assessment process as an additional item under “Procedure”, in situations when the SSW refers the child to a residential program.

**Response:** The following language has been added:When a child is referred to a residential program, please reference SOP 4.51.1 Placement in a Congregate Care (Residential Treatment) Setting.

1. **Comment:** Consider adding guidance about emergency referrals for #3 under the SSW Procedure—i.e., that the SSW should contact the RPC via email to make them aware that an 886A has been uploaded in the workbasket as an emergency (to prevent emergency referrals falling through the cracks).

**Response:** The following language has been added: Footnote # 4. In the event of an emergency referral, the SSW should contact CRP via email or phone to advise of an imminent placement need. Efforts to complete the DPP-886A should be made to ensure the most appropriate placement.

1. **Comment:** “The LOC packet” is referred to in #3A of the SSW Procedure and #1 of the Regional Placement Coordinator Procedure. We wondered if “LOC packet” might be confusing here because the packet the SSW sends for a Level of Care includes an 886A and a Screener, but the packet the SSW sends for placement referral does not include the Screener. Also, the packet the RPC sends to PCCs/PCPs includes the 886A, a placement history, and a narrative—but does not include the Screener. It might be clearer if this packet were referred to as “the referral packet.”

**Response:** Change has been made to reflect referral packet.

**SOP 4.11.1 Level of Care Assignment**

1. **Comment:** #2 and #3 under SSW Procedure seem to be contradictory because submitting materials for a level of care assignment is required within 5 days of a child’s entry into OOHC, but the Screener is required to be completed within 10 days. It seems that the Screener should also be required within 5 days, since the Screener has to be submitted with the 886A in order to obtain a level of care assignment.

**Response:** No change will be made. The screener is aligned with the 10 day case conference.

1. **Comment:** The second bullet under “Practice Guidelines” notes that CRP “returns the completed DPP-886A Application for Referral and Needs Assessment form to the billing specialist”. However, the form we send to the billing specialist is the DPP-886.

**Response:** Change has been made to reflect DPP-886 Private Child Care Client Inter-Agency Referral Form

1. **Comment:** It looks like the footnote was removed about having a level prior to being placed in residential. I11s this a change in process, or is this covered in another SOP?

**Response:** Change has been made and footnote 2 is not removed.

**SOP 4.11.2 Request for Emergency LOC Assignment**

1. **Comment:** #4 refers to “LOC packet” which includes the 886A and a Screener, but only the 886A is required for emergency level assignment.

**Response:** Change has been made to only include DPP-886A Application for Referral and Needs Assessment.

1. **Comment:** It might be helpful to note that afterhours protocols should be followed if the emergency occurs outside of normal business hours (after 5pm).

**Response:** No change will be made**.**

**SOP 4.11.4 Change in LOC Assignment**

1. **Comment:** It may be helpful to refer to the QRTP assessment process in #1, if residential placement is being considered.

**Response:** No change will be made.

**SOP 4.47 Movement from One PCC Placement to Another**

1. **Comment:** It may be helpful to refer to the QRTP assessment process in the Procedure section, if residential placement is being considered**.**

**Response:** A reference will be made to the upcoming QRTP process.