

## Out-of-State Placement Procedures Checklist

(R. 12/22)

<b>Child's Name:</b>	<b>Childs' SSN:</b>	<b>RPC:</b>
<b>Child's SSW:</b>	<b>Region/County:</b>	<b>SSW Phone Number:</b>

√	Task	Staff Responsible	Date Completed	Comments
	The <u>regional placement coordinator</u> (RPC) consults with the Children's Review Program (CRP) statewide placement office when it has been determined that a child needs the services of an out-of-state (OOS) facility and all in-state possibilities have been exhausted.	RPC		
	The CRP statewide placement office seeks the approval of the <u>Department for Community Based Services (DCBS) Division of Protection and Permanency (DPP) director</u> or designee to begin the OOS placement referral process by emailing a request to the Clinical Services Branch (CSB).	CRP Statewide Placement Office		
	Upon review and concurrence with the <u>DPP director</u> or designee and the CSB, an e-mail is sent to the CRP statewide placement office approving the search.	CSB		
	The CRP statewide placement office follows the steps below upon receipt of <u>approval from the DPP director</u> or designee: 1. Contacts potential OOS placements, prioritizing (in part) according to proximity to the child's home county; 2. Provides instructions to the potential provider as to participation with Kentucky Medicaid and pre-approval, and follows up as appropriate; 3. Informs the RPC, FSOS, and SSW once an appropriate placement with a Kentucky Medicaid provider is located.	CRP Statewide Placement Office		
	If the FSOS and <u>SSW agree to</u> the placement, the CRP statewide placement office contacts the facility to determine when the child can be admitted.	CRP Statewide Placement Office		

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	<p>The SSW submits an Interstate Compact for the Placement of Children (ICPC) approval request electronically through TWIST utilizing the ICPC Referral Packet Checklist for <u>Out-of-State Residential Placements</u> and ensures the referral packet contains the information below in the following order:</p> <ol style="list-style-type: none"> <li>1. The ICPC Cover Letter;</li> <li>2. <u>DPP-100A</u>;</li> <li>3. Correspondence (letter/email) from CRP or regional/central office that states in-state placements are not appropriate;</li> <li>4. Acceptance letter/correspondence from <u>the OOS facility</u>;</li> <li>5. Memo of approval <u>from the DPP director or designee</u>;</li> <li>6. Current court commitment/custody orders, dated within the last twelve (12) months (calendars or dockets do not meet this requirement);</li> <li>7. Current assessment;</li> <li>8. Admission/discharge information from other recent treatment programs;</li> <li>9. Information regarding the child's DSM V diagnosis and IQ;</li> <li>10. <u>Completed ICPC Financial/Medical Plan</u>;</li> <li>11. Title IV-E eligibility (OOHC-1262-Title IV-E Eligibility/Reimbursement Summary Form).</li> </ol>	SSW		
	<p>The deputy compact administrator (DCA) of Kentucky notifies the SSW and/or the FSOS in writing of approval, upon approval by the DCA or the receiving state.</p>	DCA		
	<p>The SRA assigns a regional designee to follow up on the financial aspect of the placement (including Medicaid precertification).</p>	SRA		
	<p>The SSW notifies the RPC and the DCA of Kentucky in writing, using the ICPC-100B Interstate Compact Report on the Child's Placement Status, when placement has taken place or if the approved facility will not be used. <u>The ICPC-100B</u> should be</p>	SSW		

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	submitted to the KY ICPC office within <u>3 working days</u> of placement being made.			
	<u>The DCA of Kentucky sends written correspondence (ICPC-100B) to the DCA of the state in which the facility is located</u>	DCA		
	<u>The SSW obtains travel approval from the interstate office and forwards it to the SRA.</u>	SSW		
	The SSW follows procedures outlined in SOP 4.54 Transportation and Out of State Travel with a Child in the Custody of the Cabinet when transporting a child	SSW		
	The SSW notifies the DCA of Kentucky in writing/email if the child is placed in the approved OOS facility and the child returns or is released back to Kentucky.	SSW		
	The SSW has the facility sign a DPP-1278R- <u>Out of State</u> Psychiatric Hospital/Residential Program Services Agreement or similar provider agreement at the time of the child's admission to an OOS facility.	SSW		
	The DCA of Kentucky closes the interstate case and copies the SSW or FSOS on the correspondence.	DCA		

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	The SRA assigns a regional designee to follow up on the financial aspect of the placement (including Medicaid pre-certification). The designee's name is given to the provider at the time of the child's admission.	SRA		
	It is recommended that a pre-placement visit be scheduled if possible.	QC, SRA, or Region Staff as appropriate		
	A <u>DPP-1285R, Out of State Psychiatric Hospital/Residential Program Services Agreement</u> or similar provider agreement is signed at the time of admission.	SSW or Region Staff		
	The SSW notifies the RPC and the DCA when placement has taken place.	SSW		
	If a child is decertified, the regional designee requests that the provider assist with an appeal. If this is not successful, the regional designee: ensures that payment to the provider will come from the regional budget as agreed on the <u>DPP-1285R, Out of State Psychiatric Hospital/Residential Program Services Agreement</u> , or similar provider agreement; notifies the DPP director; and consults with the SSW and FSOS and notifies the RPC if a new search for an in-state placement is appropriate.	SRA – Regional Designee		
	When the child has returned to Kentucky, the SSW or FSOS notifies the DCA and the interstate compact case is closed.	SSW – FSOS		