

The Life of a Post Adoptive Placement Stabilization Services (PAPSS) Case

- ✚ The family expresses a need for services and the recruitment and certification (R&C) worker contacts the managed care organization (MCO) to discuss the need for services.
- ✚ The family and R&C worker complete the DPP-886A within three working days of determining the appropriateness of PAPSS. R&C submits the DPP-886A to the Adoption Services Branch for review.
- ✚ The R&C worker submits the level of care (LOC) packet to the Children's Review Program (CRP) and the child must be determined to be a LOC 3 to be eligible for PAPSS. Qualified residential treatment program (QRTS) placements are pursued. Any exception to a QRTS placement must be approved by the Adoption Services Branch. The child must be placed in residential treatment.
- ✚ The R&C worker makes the family aware of placement acceptances/denials.
- ✚ Once a placement is accepted, a new DPP-1258 is completed. All signatures should be obtained (ideally at the time of placement) and the new contracts submitted to the Division of Financial Management (DAFM) within five working days.
- ✚ The R&C worker completes the DPP-114 and submits to DAFM within five working days.
- ✚ The R&C worker notifies the Adoption Services Branch within five working days when a family starts using PAPSS.
- ✚ Family team meetings (FTMs) are conducted at 30 calendar day intervals and the MCO should be included as their participation is crucial for discharge planning or exploring the need for continued treatment.
- ✚ PAPSS is initially approved for 60 calendar days. If a child needs continued treatment past the 60 calendar days, an extension memo should be completed and submitted to the Adoption Services Branch. An extension is only granted for an additional 30 calendar days.
- ✚ If at the end of the PAPSS period, the youth is discharged and returns home, the R&C worker notifies DAFM and the Adoption Services Branch of the return home. A new DPP-1258 is completed and submitted to DAFM within five working days.
- ✚ If at the end of the PAPSS period, the child needs continued treatment, then voluntary commitment is sought:
 - The R&C worker completes the DPP-167 with the adoptive family and submits the form to DAFM within five working days. The R&C worker should also notify the Adoption Services Branch for tracking purposes.
 - The R&C worker completes the title IV-E packet at the time that the voluntary commitment agreement is signed.
 - The R&C worker calls in a report to centralized intake (CI) on the last day of PAPSS services (90 calendar day period) so that a request case can be created, and the child entered into out-of-home care (OOHC).
 - If the subsidy is state funded, it will remain at \$1.
 - If the subsidy is federally funded, a new DPP-1258 is completed within five working days and submitted to DAFM. The amount returns to the previous amount prior to PAPSS.
 - Case responsibility for the request case is determined by regional protocols. However, the investigation is typically handled by an investigator and then the case is transferred to an ongoing worker.

- If the child is determined to be title IV-E eligible and placed in a QRTP placement, a court review must be held in 60 days.
- If the child is not title IV-E eligible and/or not placed in QRTP and the voluntary commitment appears to last longer than the allotted 180 calendar day timeframe, a petition will need to be filed around the 120th calendar day. As outlined in SOP, in order to meet title IV-E eligibility, the case has to be before the court by the 140th calendar day.
- The child's assigned worker notifies R&C at any point in the case if the family stops supporting the youth or the goal is changed from return to parent to adoption.

FOOTNOTE: The Adoption Services Branch PAPSS specialist may assist with consults, FTM participation, difficult to place calls, SOP clarifications/assistance, etc. upon request of the region.