



NEW JERSEY DEPARTMENT
OF CHILDREN AND FAMILIES

New Jersey Department of Children and Families Policy Manual

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Policy 7-8-2005

Intensive treatment services are very costly whether in a residential treatment center, therapeutic treatment home, or in the youth's own home and therefore should only be used when traditional/community mental health services are not a feasible alternative to address youth's needs. Priority of efforts must be made to place youth in New Jersey. Treating youth in state allows for the possibility to maintain positive familial and community relationships.

Residential Placement Criteria 7-8-2005

Each residential placement must meet the criteria that:

- the decision to place is based upon a thorough consideration of the level of functioning of both the youth and his/her family;
- no available less-restrictive, community-based placement can equally or better meet the needs of the youth and the family;
- the residential program selected is located as close as possible to the youth's home community so as to facilitate optimal inclusion of the child's family in the treatment program. Placement in appropriate facilities in New Jersey must be pursued before consideration is given to out-of-state facilities. Where this is not feasible, the assigned worker must get approval and placement options from the Division of Children's Behavioral Health, Placement Services Unit.

Program Approval and Contract 5-17-96

Every program used by CP&P must first be approved by the Office of Licensing (see [CP&P-IV-E-5-200](#)) and have a contract with CP&P. All programs not contracted through CP&P or licensed by OOL must be approved by the authorized licensing/approval entity and appropriately funded.

Regular and Exceptional Placements

7-8-2005

There are two types of placements based upon location of the program. Regular placements are located within New Jersey. Exceptional placements are located out of state and need approval from the Children's System of Care (CSOC), Placement Services Unit.

Regular Placements

7-8-2005

"Regular" placements are requested through the current Contract Systems Administrator (CSA). All regular placements are located within New Jersey.

Exceptional Placements

5-9-2011

All programs outside New Jersey require the approval of the Children's System of Care (CSOC), Placement Services Unit.

Exceptional funding/placement approval is also required when there are extraordinary circumstances surrounding the placement, such as:

- Private program/home approved by the Division of Developmental Disabilities or the Commission for the Blind.
- Approved treatment program/home, where the specific "specialty" service needs of the youth require funding above the agreed/contractual rate.
- Approved program/home where educational funding problems exist and for which CP&P will, at least initially, have to bear the educational costs in order to place the youth. See [CP&P-IV-E-1-200](#).
- Program in which a youth is already receiving services funded by CP&P and the funding plan changes because of the loss of educational funding and/or other grants, or where the program increases its rates through other than a contract with CP&P.
- Residential program/home regardless of rate or approval status in which a youth is placed by non-CP&P personnel including parents, public schools, court personnel, etc., where the funding plan changes and CP&P is asked to subsidize the youth's placement.

Although not expressly an exceptional funding/placement approval issue, there are occasions when educational funding problems exist due to:

- 1) refusal to classify a child; or
- 2) refusal to fund a residential placement after the child has been duly classified by the local public school or by other certified professionals; or

- 3) a designation of a responsible school district is pending; or
- 4) the "State" has been designated as responsible for the child's educational funding.

The Division's role is that of a facilitator in resolving the problem. All channels, including written appeals to local and county child study team supervisors, regional coordinators of special education, and the DCF Office of Education's intervention must be explored and documented.

Order of Referrals 5-17-96

The Worker starts the referral process by entering the youth on the Facilities Match Bulletin Board (FMBB). See below for a description of the FMBB.

After enrollment in the FMBB, the Worker follows-up with any responders to the FMBB posting. If necessary or appropriate, the Worker may contact in-state providers to question their lack of interest in children posted. Contact with providers is appropriate when the Worker believes a child posted is a possible candidate for a program that has not responded through the FMBB. Contact may be made by mail or by phone.

Referrals should be sent to exceptional programs when the Worker believes that there is no likelihood that an in-state program will be located. Preference should be given to exceptional placement programs within 50 miles of the New Jersey border.

Facility Information Available to the Local Office 5-17-96

Residential Child Care Facilities Report 5-17-96

Each Local Office Manager receives a Residential Child Care Facilities Report prepared and distributed by the Office of Licensing. This report contains an alphabetical listing of all approved/contracted programs and provides:

- the Federal I.D. Number;
- licensing and contract information, and
- ages and sexes of children accepted by the program, and
- the placement/funding category, i.e., "regular" or "exceptional."

"Regular" means the program is located in-state and "exceptional" means that the program is located out-of-state.

The Local Office Manager designates a staff person to retain the Residential Child Care Facilities Report at a central location for easy access by direct service staff.

Contracts and Inspection Reports 5-17-96

The Local Office Manager receives specific information about each program through:

- contracts from Central Office or the Area Office which include program and fiscal data, and
- formal initial and biennial inspection reports from the Office of Licensing, which detail programs, services, and the results of program and life/safety inspections.

These reports are maintained in the Local Office Facilities File.

Guidelines for Facility Selection 5-17-96

Facilities Match Bulletin Board (FMBB) 5-9-2011

The Facilities Match Bulletin Board (FMBB) system enables CP&P and in-state providers to communicate with each other about potential placements via computer. The FMBB provides basic information about children in need of residential placement to in-state providers. The providers participating in the FMBB include private residential treatment centers, transitional living homes, teaching family homes, treatment homes, in-home intensive therapeutic programs, children's shelters and the Title IV-E independent living programs. The providers review the child information posted on the FMBB and indicate their potential interest in providing services. The FMBB system:

- expedites the placement process by making basic information on all CP&P children in need of intensive treatment services accessible to in-state providers;
- reduces the referral materials sent to potential providers, since referral packages are only sent to providers that have expressed an interest in the child through the FMBB;
- collects data regarding the treatment needs of CP&P-supervised children and the ability of in-state providers to meet this need.

The Worker posts the child in the FMBB when:

- the Worker and Supervisor have determined that intensive treatment will be necessary to meet the child's needs;
- the child's plan has been reviewed by CART and residential placement has been recommended;
- the referral materials are available to forward to interested providers.

Emergency shelter placements and specialized medical providers are excluded from FMBB requirement.

The Worker reviews the responses received on posted children on a daily basis. If there are no positive responses after five work days from the providers through the FMBB, the Worker and Supervisor review the posting and determine the possible reasons for the lack of responses. If appropriate, the child may be reposted with modified information, expanded or additional information.

The Worker sends the referral material to all providers who express interest in the child. If no providers express interest, the Worker should reach out to providers, especially if the Manager feels that a child may be appropriate for a particular program.

If no provider expresses interest as a result of the FMBB posting, the Worker follows the established office procedures for referral to other programs.

Role of the Office Manager 5-17-96

Each Local Office Manager is responsible for operationalizing the FMBB system in his office. Activities include:

- procedures for entering child data;
- monitoring and distribution of messages on a daily basis;
- updating entries;
- removing child data from the FMBB; and
- general management of the system.

Removal of Child Data from the System 5-17-96

Information on children in need of intensive treatment services remains in the FMBB for 30 days, and then is removed. The information is automatically logged by the FMBB system and becomes part of the data collection utilized to assist in the future planning for children with intensive treatment needs.

The Worker removes the child's posting at the time of placement in a program. The FMBB provides documentation of posting and responses from providers.

Relationship of FMBB and the Exceptional Funding/Placement Process 5-17-96

Use of the FMBB process does not eliminate any of the exceptional funding/placement requirements. The FMBB tracks how often a program expresses interest in children, as

well as how often a program reviews the available children. This information can be printed by the LO for documentation purposes, e.g. posting and the lack of responses as evidence that there are no in-state providers interested in programming for a particular child.

Educational Considerations 5-17-96

Selection and referral for residential placement must include the child's school district. Since special education expenses involved in residential placement are the responsibility of the child's responsible school district, the school district must be involved in the planning prior to placement. See [CP&P-IV-E-1-200](#).

There may be a question as to the child's responsible school district because of a number of moves in out-of-home placement by CP&P or uncertainty about the address of the child's parents at the time of placement. Under those circumstances the Worker uses CP&P Form [25-65](#), Department of Education School District Determination, so that the Department of Education can decide the school district to be charged. When the form has been returned to the Local Office, the Worker requests the responsible school district to complete NJDE Form 417, Placement of a Handicapped Pupil.

Referral 10-17-2011

In general, most programs require the same referral information. It is important that the CP&P Form [25-70](#), CP&P Referral Summary for Out-of-Home Treatment, be accurate and as descriptive as possible. The referral package prepared by the Worker includes the completed CP&P Form [25-70](#) and the following:

1. Bio-Psycho-Social or Psychological Evaluations completed within the past 12 months (if the last evaluation was completed longer than 6 months ago, CP&P will receive an Intensity of Service (ISO) determination from PerformCare, and will be asked to provide an updated report from the youth's therapist);

If no evaluations have been completed, or the current evaluation is more than one year old, PerformCare can set up a Bio-Psycho-Social evaluation;
2. Psychiatric Evaluation (required if the youth is currently prescribed any psychotropic medication);
3. Psychiatric Evaluation or Psychiatric Discharge document (if the youth has been hospitalized for mental/behavioral health reasons within the past 45 days);
4. Child Study Team (CST), Individual Education Plan (IEP) and relevant court order;
5. Specialized Evaluations (if applicable):

- a. Fire Setting Evaluation with Risk Level,
 - b. Psychosexual Evaluation with Risk Level,
 - c. Substance Abuse Evaluation;
6. If CP&P does not have custody or guardianship, include:
 - a. The signed CP&P Form [25-59](#), Residential Placement Agreement and/or Acknowledgement Between the State of New Jersey Division of Child Protection and Permanency and Parent(s), Legal Guardian, or Legal Custodian;
7. If CP&P does have custody or guardianship, include:
 - a. The court order allowing CP&P to facilitate out-of-home placement;
8. If the youth is age 18 or over, the CP&P Form [25-59](#), Residential Placement Agreement, signed by the youth, or verbal consent, given by the youth over the phone to PerformCare, is required.

See CP&P Form [25-70](#) instructions for information regarding how a referral is made through PerformCare and how a referral is made to a CP&P contracted treatment provider.

When making a referral through PerformCare, follow the Telephonic Review process. PerformCare will make an Intensity of Service (IOS) level determination. Information regarding the youth is then placed by PerformCare on Youth Link, which allows providers (at the youth's IOS level, and those at a lower level) to view information regarding the youth and request a referral packet if the youth may be a fit for their program.

PerformCare will provide instructions on how to facilitate the placement through the Special Residential Treatment Unit (SRTU), if the IOS is for a specialty treatment (SPEC), a Psychiatric Community Residence (PCR), or for a pregnant youth.

The Worker is to take the initiative in contacting providers at the IOS level determined by PerformCare (or those at a lower level) to assist with securing a suitable out-of-home treatment provider for the youth, and not wait for providers to contact them to request a referral packet.

Note: If a youth is placed with a provider at a lower IOS level than determined by PerformCare, it is expected that the provider is able to provide for the needs of the youth within their current clinical milieu, i.e., without additional fiscal support needed to augment the program for the youth being placed.

Following a youth being placed with an out-of-home treatment provider, the Worker takes all actions needed to ensure NJ SPIRIT is updated, i.e., entering a new location, line of service, etc. If the Worker has any questions regarding updates needed to NJ SPIRIT following a placement, consult the Supervisor and/or contact the NJ SPIRIT Helpdesk.

Out-of-Home Referral Packet Checklist 10-17-2011

To view or print the current the Children's System of Care (CSOC) out-of-home referral packet, go to www.nj.gov/dcf/behavioral/providers/ReferralPacket.pdf

The following information regarding the CSOC out-of-home referral packet checklist is given for reference purposes only, and may be helpful to Workers when preparing for a Telephonic Review with PerformCare, or when preparing to send an out-of-home referral packet to a provider, on behalf of a youth. If the Worker has any questions regarding the information a particular OOH provider requires when sending a referral packet, contact the provider directly.

Note: Update the CP&P Form [25-70](#), CP&P Referral Summary for Out-of-Home Placement, as needed each time an OOH referral is initiated to assure the most current information is given.

Out-of-Home Referral Packet Checklist (example)

Cover letter with identifying information including:

- Youth's name/CYBER# (identification number, assigned for electronic tracking purposes);
- Youth's current location;
- Date of OOH Referral request/Telephonic Review;
- Current Intensity of Service (IOS) determination;
- CP&P involvement;
- Efforts to secure OOH Treatment;
- E-mail and telephone number, with extension of both Case Manager and Supervisor;
- Supervisor's signature confirming review of packet.

Recent Clinical Information, within 12 months (if the last evaluation was completed more than 6 months ago, include updated report(s) from therapist):

- Bio-Psycho-Social or Psychological Evaluation;
- Psychiatric (if the child is on medication and/or had a recent hospitalization).

Specialized Evaluations, if applicable (within the last year):

- Fire Setting Evaluation with Risk Level;
- Psychosexual Evaluation with Risk Level;
- Substance Abuse Evaluation.

Previous Out-of-Home Outcomes:

- Discharge Summaries or Rejection Documentation from each prior or current Out-of-Home Treatment Setting (if applicable);
- Transitional Joint Care Review.

Court Involvement:

- Status and copy of legal charges;
- Probation reports;
- Pre-sentencing report;
- Court order for residential treatment.

Other reports:

- Status of DDD involvement, if applicable;
- School-IEP, if classified;
- Medical Reports (if child has a medical condition);
- Other (identify type of report).

Pre-Placement Requirements (obtain while actively seeking placement):

- Confirmation of Medicaid eligibility;
- Long Form Birth Certificate and Social Security Card;

- Immunization records;
- List of medications, including prescriptions;
- Dental status information;
- Physical exam within 24 hours of placement;
- Eye and hearing exam;
- School transfer card;
- For residential placements - funding commitment from Board of Education;
- CP&P only - copy of court order showing legal authority to place and family assessment, including permanency plan.

Definitions 5-9-2011

An "approved program" meets licensing standards and has a CP&P contract.

An "unapproved program" is a residential program which has not been approved. These programs have not been evaluated and may not have been previously used for placement of CP&P children.

A "regular placement" is the placement of a child in any approved private program within New Jersey.

An "exceptional placement" is the placement of a child in:

- an approved program outside New Jersey;
- a private program approved by the Division of Developmental Disabilities and the Commission for the Blind;
- an unapproved program, regardless of cost or location;
- an approved program where the agreed/contractual rate is not exceptional, but where the specific service needs of the child require CP&P funding above the agreed/contractual rate;
- an approved program where educational funding problems exist and for which, in order to place the child, CP&P will at least initially have to bear the educational costs;

- a program in which a child already is receiving services funded by CP&P and the funding plan changes because of the loss of educational funding and/or other grants, or where the program increases its rates through other than a contract with CP&P; or
- a residential program regardless of rate or approval status in which a child is placed by non-CP&P personnel including parents, public schools, court personnel, etc., where the funding plan changes and CP&P is asked to subsidize the child's placement.

“Regular Placement” (In-State) 5-17-96

The Worker may, with supervisory approval, select and refer to any "regular" program identified through the FMBB process. The Supervisor may approve the placement of any child in which is defined as a "regular" placement.

Exceptional Placement in Approved Programs Within 50 Miles of the New Jersey Border 5-17-96

Referral to an "exceptional" program within 50 miles of the New Jersey border may be made without prior approval of the Deputy Director. However, simultaneous with referral to an "exceptional" program, the Local Office requests information about alternative programs from Area Office and the Exceptional Funding Coordinator (EPC). Placement in an exceptional program requires prior approval from the Area Office, the Office of Exceptional Funding and the Office of the Deputy Director.

If the Worker would like placement suggestions for a particular child, the Worker prepares a list of all "regular" and "exceptional" programs that have received referrals, forwards the referral material to the Area Office who in turn reviews, approves and forwards the material to the EPC. The Coordinator reviews the material and within seven days advises the Local Office of any program alternatives. The Local and Area Offices must consider and explore all suggested alternatives.

If placement in an "exceptional" program within 50 miles of the New Jersey border is needed after exploration of all suggested alternatives, the Local Office requests approval to place from the Deputy Director through the Exceptional Placement Office and Area Office, using the Exceptional Placement/Funding Request, CP&P Form [25-46](#). The request includes supporting data, e.g., current referral material that describes the individual youth and his/her problems and history rejection letters, copy of postings on the FMBB, file notations of rejections via telephone (including date of conversation, name and title of program, contact person, and reason for rejection), and other explanations why "regular" placements are regarded as inappropriate.

The Area Office reviews and discusses options with the Local Office and sends the material to the EPC three working days of receipt who reviews the request in terms of:

- the rate required;
- the documented reasons other programs rejected the child, and
- why other suggested programs were considered inappropriate.

The EPC makes recommendations to the Deputy Director as necessary.

The Deputy Director reviews the material and, within three days, advises the EPC of the decision. The EPC then advises the Area Office of approval/ disapproval with copies to the Payment Unit and appropriate Area Director.

Procedures Related to Exceptional Placement in an Approved Program Within 50 Miles of the New Jersey Border 5-17-96

RESPONSIBILITY	ACTION REQUIRED
Worker/Supervisor	1. Determine that a "regular" program is unavailable/not suitable.
Worker	2. Consult the Residential Child Care Facilities Report and Facilities File.
	3. Select "exceptional" placement programs within 50 miles of the New Jersey border to receive referrals.
	4. Send referral material and tickle responses for 10 days.
	5. Prepare list of all "regular" and "exceptional" programs referred to on behalf of the child.
Supervisor	6. Forward the referral material through supervisory channels to the Area Office and EPC.
Exceptional Placement Coordinator	7. Review materials and advise Local Office and Area Office of any program alternatives.
Worker	8. Review and explore alternatives suggested by EPC.
Worker/Supervisor	9. Determine that exceptional

	placement is still required.
Worker	10. Prepare Exceptional Placement/Funding Request, CP&P Form 25-46 .
	11. Prepare rejection documentation and a statement on the CP&P Form 25-46 explaining why "regular" programs are inappropriate.
	12. Forward completed Exceptional Placement/Funding Request, CP&P Form 25-46 , and the documentation through supervisory channels to the Area Office and EPC for review and approval by the Deputy Director.
EPC	13. Review documentation and Exceptional Placement/Funding Request and forward with recommendation to the Deputy Director.
Deputy Director	14. Advise the EPC of approval/disapproval by returning signed Exceptional Placement/Funding Request, CP&P Form 25-46 .
EPC	15. Advise Local Office and Area Office of Deputy Director's approval/disapproval.

Exceptional Placement Beyond 50 Miles of the New Jersey Border 5-17-96

Approval to Refer 5-17-96

When no appropriate program can be located for a specific youth within 50 miles of the New Jersey border, the Local Office, through supervisory channels, must request approval from the Area Office and the EPC to refer the youth to an "exceptional" program beyond 50 miles of New Jersey. The Exceptional Placement/Funding Request, CP&P Form [25-46](#), is forwarded through the Area Office to the EPC. It must include

supporting data, background information on the youth, and documented efforts to secure placement within 50 miles of the New Jersey border.

The EPC reviews the material and approves/disapproves the request to refer and advises the Area Office.

If approval to refer beyond the 50 mile limit is granted by the EPC the Worker and Supervisor forward the referral package to the program.

Approval to Place 5-17-96

To place a youth beyond 50 miles of New Jersey, requires approval from the Deputy Commissioner of the Department of Children and Families. If the youth is accepted at a program, the Worker notifies the EPC. The EPC prepares a cover memo and forwards the exceptional placement materials to the Deputy Director. If the Deputy Director recommends the placement, the EPC forwards the material through the Director's Office to the Deputy Commissioner of the Department of Children and Families to request approval. The Deputy Commissioner's decision is returned to the EPC who notifies the Local Office, Area Office and Fiscal Office.

Procedures Related to Exceptional Placements Beyond 50 Miles of the New Jersey Border 5-17-96

RESPONSIBILITY	ACTION REQUIRED
Worker/Supervisor	1. Determine that there is no placement available within 50 miles of the New Jersey border.
Worker	2. Prepare the Exceptional Placement/ Funding Request, CP&P Form 25-46 .
	3. Prepare supporting data to be attached to the request.
Supervisor	4. Review supporting data and sign the CP&P Form 25-46 ; route to the LO Manager.
Local Office Manager	5. Review supporting data and after signing the CP&P Form 25-46 , route to the Area Office.
Area Office	6. Review material and if

	approved, forward the request to EPC.
EPC	7. Review the supporting data. Make determination regarding referral and advise Local Office and Area Office.
Worker/Supervisor	8. If the EPC approved, send referral package to programs.
	9. Notify the EPC if the youth is accepted at program.
EPC	10. Prepare cover memo and forward exceptional placement materials to Deputy Director.
Deputy Director	11. Make recommendation regarding placement and forward to EPC.
EPC	12. Forward materials through the Director's Office to Deputy Commissioner for approval of the placement.
Deputy Commissioner	13. Review supporting data, make determination, and advise the CP&P Director of the decision.
EPC	14. Advise Local Office of Deputy Commissioner's decision with copy to the Area Office.
Worker	15. If approved, follow agency procedures for placement.

Financial Support for Children Already in Placement 5-17-96

For a youth whose problems indicate the need for CP&P to supervise and fund a placement made by persons other than CP&P personnel, the CP&P Worker can arrange CP&P funding for the placement only with the approval of the Deputy Director upon documented demonstration of unusual and compelling circumstances.

**Procedures Related to Financial Support for Children Already in Placement
5-17-96**

RESPONSIBILITY	ACTION REQUIRED
Worker/Supervisor	1. Investigate the referral.
	2. Determine that CP&P should supervise and fund the placement.
	3. Prepare documentation demonstrating unusual and compelling circumstances.
	4. Prepare Exceptional Placement/Funding Request, CP&P Form 25-46 , including documentation; route to Local Office Manager.
Local Office Manager	5. Review material, sign CP&P Form 25-46 , and forward to the EPC through the Area Office.
EPC	6. Review material and forward to the Deputy Director with recommendations.
Deputy Director	7. Review material and approve/disapprove request. Advise EPC of decision.
EPC	8. Advise Local Office of decision with a copy to the Area Office.

Requests Relating to "Unapproved" Programs 5-17-96

Placement in an "unapproved" program requires prior approval from the Deputy Director. The Local Office must justify to the Deputy Director the need to use such a program for a particular youth. Justification which must be submitted to the EPC includes the following information:

- how the Worker became aware of the program;

- what special programming exists or is being offered by the facility which is unavailable at approved programs;
- why the program is needed for the particular child;
- the costs of care as cited by the program; and
- referral material on the particular youth being considered.

The EPC is responsible for the following:

- ensuring the program is approved or licensed by applicable State regulatory agencies;
- securing additional data from the Administrator about program and fiscal operations;
- requesting an Office of Licensing courtesy inspection to determine compliance with the Manual of Standards;
- conducting a site visit, if necessary, to assess the program;
- reviewing the referral material on the youth under consideration in terms of program appropriateness and need; and
- submitting relevant data with recommendations regarding approval/ disapproval to the Deputy Director.

The Deputy Director, through the EPC advises the Local Office of the decision in writing, with a copy to the Area Office.

Procedures Related to "Unapproved" Facilities 5-17-96

RESPONSIBILITY	ACTION REQUIRED
Worker/Supervisor	1. Identify need to utilize an "unapproved" program.
Worker	2. Prepare justification materials and forward to supervisor.
Supervisor	3. Review justification materials and forward materials through the Area Office to the EPC.
Worker	4. Ensure particular program is

	licensed/ approved by the Office of Licensing.
	5. Secure any additional information required from the program.
	6. Review referral material on child.
	7. Submit relevant data and recommendations for approval/disapproval to the Deputy Director.
Deputy Director	8. Advise the Exceptional Placement Coordinator of approval/disapproval.
EPC	9. Advise Local Office and Area Office of Deputy Director's decision.
Worker	10. Refer child to the "unapproved" program upon approval of Deputy Director.